Chelan County

Comprehensive Emergency Management Plan

Basic Plan

June 2020

Chelan County Sheriff's Office
Emergency Management

Forward

Chelan County Sheriff's Office Emergency Management sincerely appreciates the cooperation and support of the local jurisdictions, agencies, and departments, public and private stakeholders: and state agencies that have contributed to the revision and publication of the June 2020, Chelan County Comprehensive Emergency Management Plan (CEMP).

The 2020 CEMP represents a substantial shift from previous revisions of the CEMP by aligning to the National Preparedness Goal through the incorporation of Core Capabilities. The Basic Plan of this CEMP has been reformatted to better addresses legal requirements, best practices, and planning guidance. This edition of the CEMP also replaces the use of emergency support functions with agency/department annexes and contract city department appendixes to provide for the most accurate and executable plan throughout Chelan County.

The CEMP is intended as a comprehensive framework for county-wide emergency preparedness in the prevention, protection, mitigation, response, and recovery mission areas. The CEMP is one of many efforts in preparing the whole community for emergencies and disasters.

This CEMP is consistent with the National Response Framework to provide a format that all local jurisdictions can follow, promoting interoperability at all levels of response. Advances in technology allow us to coordinate actions and activities through electronic means much more quickly and frequently and to deliver this plan in a digital form versus a paper document. Any requests for changes or modifications should be directed to the Chelan County Emergency Management Office.

_____ Date   _____ Date
  Sheriff Brian Burnett   Sgt. Kent Sisson
  Chelan County EM Director   Chelan County Assistant EM Director

Promulgation Memorandum

TO: Directors of Local and State Agencies, Boards, Baccalaureate Institutions, Commissions and Councils

FROM: Doug England, Chairman of the Board, Chelan County Commissioners

SUBJECT: 2020 Comprehensive Emergency Management Plan
Promulgation Memorandum

The County of Chelan recently promulgated the June 2020 Chelan County Comprehensive Emergency Management Plan. This 2020 revision of the CC CEMP represents a substantial shift from previous revisions of the CEMP by aligning to the National Preparedness Goal through the incorporation of common core capabilities and the use of department/agency focused support annexes and appendixes to provide for the most accurate and executable plan for Chelan County.

The CEMP meets the requirements of RCW 38.52.070 and the criteria of WAC 118-30-060 and has been reviewed by the Washington State Emergency Management Division to ensure its conformity to applicable regulatory requirements and the standards of Federal or state agencies and for its usefulness in practice. The CEMP is intended as a comprehensive framework for countywide preparedness in the Prevention, Protection, Mitigation, Response, and Recovery Mission Areas.

Chelan County Emergency Management is responsible for coordinating emergency management activities as well as publishing, distributing, and revising the Plans, as required.

Please contact Sergeant Kent Sisson, for further information and action at telephone (509) 667-6864, or in writing at the Chelan County Sheriff's Office, 401 Washington St. #1, Wenatchee, Washington 98801.

BOARD OF CHELAN COUNTY COMMISSIONERS

DOUG ENGLAND, CHAIRMAN

CHELAN COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
ADOPTION AND PROMULGATION

This Comprehensive Emergency Management Plan (CEMP) is required by law and is the basis for an integrated system of emergency management in Chelan County, in accordance with the requirements of RCW 38.52 and WAC 118. The Basic Plan was reviewed by the Washington State Emergency Management Division to ensure its conformity to applicable regulatory requirements and the standards of Federal or state agencies and for its usefulness in practice.

This 2020 revision of the CC CEMP represents a substantial shift from previous revisions of the CEMP by aligning to the National Preparedness Goal through the incorporation of common core capabilities and the use of department/agency focused support annexes and appendixes to provide for the most accurate and executable plan for Chelan County. The CEMP is intended as a comprehensive framework for county-wide preparedness in the Prevention, Protection, Mitigation, Response, and Recovery Mission Areas.

A "disaster" is defined as a great misfortune, catastrophe or sudden calamitous event which brings great damage, loss or destruction. The Chelan County area is vulnerable to natural, man-made, and/or technological related disasters.

When a disaster threatens or strikes, county and city governments will take the lead in managing emergency public health, safety and welfare services. The response will be widespread, extending beyond the usual boundaries of departments providing emergency services and requiring cooperation of governmental and private sector units that do not normally respond to emergency situations. Since the state and federal governments will provide only supporting services for disaster mitigation, response and recovery, the leadership of the legislative authorities is of critical importance.

The Chelan County CEMP addresses legal requirements, best practices, and planning guidance for county and city officials in providing emergency management operational decisions preceding, during and following disasters.

In order to ensure a workable plan, department heads and agency managers are directed to:
- Support the planning efforts
- Adhere to this plan
- Develop supporting documents (Standard Operating Procedures and check lists)
- Implement this plan for their departments/agencies
- Assure that all personnel within their departments/agencies are trained in this plan and their responsibilities in emergency/disaster operations

The Chelan County Comprehensive Emergency Management Plan dated June 2020 is hereby adopted and promulgated this 16TH day of June, 2020 as the official emergency management plan.

BOARD OF CHELAN COUNTY COMMISSIONERS:

ATTEST: CARLYE DAILY

Clerk of the Board

DOUG ENGLAND, CHAIRMAN

BOB BURGERT, COMMISSIONER

KEVIN OVERBAY, COMMISSIONER

MAYORS

City of Wenatchee, Mayor Frank Kuntz	Date
City of Cashmere, Mayor Jim Fletcher	Date
City of Chelan, Mayor Bob Goedde	Date
City of Entiat, Mayor Michael Buckingham	Date
City of Leavenworth, Mayor Carl Florea	Date

CHELAN COUNTY SHERIFF'S OFFICE EMERGENCY MANAGEMENT

Sheriff, Brian Burnett

6-30-2020

Date

Record of Changes

Change Number:	Date of Change:	Document/Section	Change Summary	Position/Name
1	1/27/20	Chelan County CEMP	Complete revision that incorporated Core Capabilities with the assistance of the Washington State Military Department, Emergency Management Division.	CCEM Smoke
2	4/1/20	Basic Plan Concept of Ops.	State Recommendation Concept of Ops. – Leadership drives operational objectives	CCEM Smoke
3	4-22-20	Basic Plan Concept of Ops.	State Recommendation Concept of Ops. - Desired outcomes come from operational objectives	CCEM Smoke
4	4-22-20	Basic Plan Concept of Ops	State Recommendation Use standard NIMS activation levels.	CCEM Smoke
5	4-29-20	Basic Plan Communications	State Recommendation Community Communications – Add section covering Access and Functional Needs	CCEM Smoke
4	5-4-20	Basic Plan Finance	State Recommendation Add additional information on Individual Assistance, Small Business and Human Service Programs	CCEM Smoke
5	5-19-20	Basic Plan Logistics and Resource Management	State Recommendation Add additional information on procurement programs and specialized resources (WAMAS, EMAC, PNFM, All hazard Fire Mob)	CCEM Smoke
6	5-20-20	Basic Plan Development and Maintenance	State Recommendation Add Availability to public and monitoring legal changes	CCEM Smoke

Record of Distribution

Agency/Organization/Department	Contact Person	Delivery Date: MM/YYYY	Receipt
Chelan County Departments			
CC Assessor's Office			
CC Auditor's Office			
CC Building Dept.			
CC Coroner			
CC County Commissioners			
CC Emergency Management			
CC Information Technology			
CC Prosecuting Attorney			
CC Public Works			
CC Sheriff			
CC Treasurer's Office			
Cities / Towns			
Cashmere Mayor			
Cashmere Public Works			
Chelan Mayor			
Chelan Public Works			
Entiat Mayor			
Entiat Public Works			
Leavenworth Mayor			
Leavenworth Public Works			
Wenatchee Mayor			
Wenatchee Police Department			
Wenatchee Public Works			
Fire Districts			
CC Fire District 1			
CC Fire District 3			
CC Fire District 5			
CC Fire District 6			
CC Fire District 7			
CC Fire District 8			
CC Fire District 9			
CC Fire District 10			

Cashmere Fire Department			
US Forest Service			
Hospitals / Clinics			
Central WA Hospital, Confluence			
Lake Chelan Community Hospital			
Cascade Medical Center			
Columbia Valley Community Health			
Emergency Medical Services			
Lifeline Ambulance			
Ballard Ambulance			
Cascade Ambulance			
Lake Chelan Ambulance			
Greater Wenatchee EMS Council			
Other Organizations			
American Red Cross			
Chelan County PUD			
Chelan/Douglas Health District			
LINK Transit			
Redi Healthcare Coalition			
RiverCom 911 Dispatch Center			
Wenatchee Valley Humane Society			
Emergency Management – Region 7 Counties			
Douglas County EM			
Grant County EM			
Kittitas County EM			
Okanogan County EM			
State Agencies			
WA State Dept. of Ecology			
WA State Dept. of Natural Resources			
WA State Patrol District 6			
WA State Dept. of Health			
WA State Dept. of Transportation			
WA State Dept. of Agriculture			
WA State EMD			
WSU Extension Agent, Wenatchee			

I. Contents

I.   Introduction

A. Purpose

The Chelan County Comprehensive Emergency Management Plan (CEMP) is an all-hazard plan to approach emergency and disaster situations likely to occur in the county, as described in the Chelan County Hazard Identification and Vulnerability Analysis (HIVA).
Emergency management consists of mitigation, preparedness (including prevention and protection), response, and recovery activities. The CEMP sets in place policies and procedures to minimize the impact of emergencies and disasters to the people, property, environment, and economy of Chelan County.

The CEMP includes the Basic Plan, Agency/Department – Focused Annexes, and hazard specific annexes that describe the roles, responsibilities, functions, and support relationships of Chelan County Emergency Management.

The Chelan County CEMP is designed to meet the requirements of Washington Administrative Code 118-30 and Revised Code of Washington 38.52. It has been adopted by the Chelan County Board of Commissioners by resolution and codified in section 7.14.010 of the Chelan County Code.

B. Scope

The Chelan County CEMP was promulgated by the County Board Commissioners and Mayors of the participating cities within the county and applies to all local, public, and private entities and organizations participating and included in the plan.

The CEMP establishes a mutual understanding of authority, responsibilities, and functions of local government and provides a basis for incorporating essential non-governmental agencies and organizations into the emergency management organization. The "all hazards" approach allows the plan to be activated for a wide range of emergencies that vary in scale, duration, and cause. The CEMP helps promote the efficient and effective use of government, private sector and volunteer resources during all phases of emergency management and throughout all levels of emergency response activation or recovery activities.

The Chelan County CEMP is activated when an event occurs, or has been forecast as imminent, which places people and property in danger. Technologically caused events and some natural events, such as earthquakes, generally do not provide any advance warning. However, other natural disasters, such as winter storms and flooding, can generally be predicted which may allow some time for preparedness actions. Many events require response and/or actions by the public in order to eliminate or reduce their exposure to the danger of the event.

The plan is consistent with the Washington State CEMP, the National Prevention, Protection, Mitigation, Response, and Disaster Recovery Frameworks, as well as FEMA's National Incident Management System (NIMS) and Comprehensive Planning Guide 101v2.

C. Situation Overview

Chelan County experiences significant impacts from natural hazards including floods, droughts, slides, severe storms and wildland fires. Beyond natural hazards, there are technological hazards, including dam failures, hazardous material incidents, utility outages and the potential for terrorism. All of these require assessment and determination by the county officials to organize resources so that losses can be prevented or minimized. Specific hazards are detailed in the Chelan County Hazard Identification and Vulnerability Analysis (HIVA), which is published as a separate document**.**

Emergencies or disasters could occur in the county at any time causing significant human suffering, injury and death, public and private property damage, environmental degradation, loss of essential services, economic hardships to businesses, families, and individuals and disruption of governmental entities.

Due to the topography of Chelan County and the geographical separation of some of the populated areas, response concepts must account for the potential of isolation in some areas. Available resources and capabilities may be limited for a period of time and operational decisions need to reflect the needs of each community and also maintain countywide coordination in order to ensure effective and efficient resource management. Chelan County usually has several declared emergencies each year, most often pertaining to wildland fires and flooding. Often the declared emergencies are for specific areas of the county, and not declared for the entire county.

The 2019 Chelan County Natural Hazard Mitigation Plan provides detailed information on the following natural hazards and the probability, impact, and risk ranking scores that these natural hazards pose to the people, property and economy in Chelan County.

Hazard Risk Ranking

Rank	Hazard Type	Risk Rating Score (Probability x Impact)	Category
1	Severe Weather	45	High
2	Wildfire	36	High
3	Earthquake	34	High
4	Landslide	33	High
5	Flooding	18	Medium
6	Dam Failure	12	Low
7	Drought	9	Low

D. Planning Assumptions

Some emergencies or disasters will occur with enough warning that appropriate notification will be issued to ensure some level of preparation. Other emergencies or disasters will occur with no advanced warning.

The extent of the challenges created by emergencies or disasters depends on factors such as time of occurrence, geographic area, severity of impact, weather conditions, area demographics, nature of building construction, and the status of communications and cyber systems operability. Collateral incidents such as fire, floods, hazardous materials releases, or mass cyber systems outages will occur and increase the impact on the community, multiply losses, and hinder immediate emergency response efforts.

Governmental officials within the county recognize their responsibilities regarding the safety and well-being of the public and they will assume their responsibilities when the Comprehensive Emergency Management Program is implemented.

The common core capabilities of this revision serve as both preparedness tools and a means of structured implementation and interoperability that all local jurisdictions and disciplines can follow throughout all levels of response.

Demand on emergency response agencies becomes much greater in times of crisis, and the prioritization of response to an emergency becomes critical. In addition, the resource of many of the supporting public and private organizations, that normally do not interact except in a crisis, need to be mobilized on a cooperative basis.

In situations not specifically addressed in this plan, responding agencies will have to improvise and carry out their responsibilities to the best of their abilities under the circumstances.

In a major event the resources within the county will be overwhelmed and outside assistance will need to be requested. Such requests will be made through the Chelan County Emergency Operations Center (EOC) to the Washington State Military Department, Emergency Management Division (WEMD)/State Emergency Operations Center (SEOC).

Members of the public, private organizations and businesses, state agencies, and local jurisdictions are expected to provide their own resources for at least the first three days of an emergency or disaster. Catastrophic disasters will require even greater preparation. Therefore, to adequately prepare for a catastrophic disaster, members of the public are encouraged to prepare to remain self-sufficient for longer periods.

Federal assistance may become available for disaster response and recovery operations under the provisions of the National Response Framework and the Stafford Act, Public Law 93-288, as amended.

II. Concept of Operations

A. NIMS

The National Incident Management System (NIMS) is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It is intended to be applicable across a full spectrum of potential incidents, hazards, and impacts, regardless of size, location or complexity.

NIMS guides all levels of government, nongovernmental organizations (NGO), and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the core capabilities

The NIMS model for incident management is the Incident Command System (ICS). The Incident Command System provides the structure for all operational coordination of emergency response and recovery efforts conducted under this plan. Emergency response and supporting agencies and organizations agree to carry out their objectives in support of the incident command structure to the fullest extent possible.

B. Leadership

The responsibility for leadership and operations during emergency situations is vested in the executive heads of government. The legislative authority of Chelan County is responsible for policy actions or decisions during an emergency or disaster within Chelan County. In the event a majority of the Board is not available, the remaining one Commissioner may make decisions dealing with an occurring emergency or disaster.

The City Council is responsible for declaration of an emergency. The Mayor of each city is responsible for decisions during an emergency or disaster, within the scope of their powers.

Designation of the incident command agency, and assumption of incident coordination, will follow statutory responsibilities when applicable. Designation of the Incident Commander is made by the executive authority of the jurisdiction and is based on the following criteria:

a. Specific or implied authority or responsibility within the applicable jurisdiction, or as otherwise identified in this plan.
b. Assumption of responsibility by the official agency.

C. Operational Objectives

Incident Management operational objectives are based on the following priorities:

1. **Life Safety;**
2. **Incident Stabilization;**
3. **Protection of Property; and**
4. **Protection of the Environment.**

Incident management priorities include saving lives, stabilizing the incident, and protecting property and the environment. To achieve these priorities, incident personnel apply and implement NIMS components in accordance with the principles of flexibility, standardization, and unity of effort.

Flexibility – allows NIMS to be scalable and, therefore, applicable for incidents that vary widely in terms of hazard, geography, demographics, climate, cultural, and organizational authorities.

Standardization – defines standard organizational structures that improve integration and connectivity among jurisdictions and organizations, defines standard practices that allow incident personnel to work together effectively and foster cohesion among the various organizations involved, and includes common terminology to enable effective communication.

Unity of Effort – coordinating activities among various organizations to achieve common objectives. Unity of effort enables organizations with specific jurisdictional responsibilities to support each other while maintaining their own authorities.

The operational direction and control of emergency response and recovery activities will be conducted on-site by an Incident Commander. The ICS responsibilities of an Incident Commander or Unified Command include:

1. Establishing a single Incident Command Post (ICP) for the incident
2. Establishes incident objectives to drive incident operations toward the desired outcomes.
3. Establishing an Incident Action Plan (IAP) to coordinate and guide incident operations and activities, through unity of effort, to accomplish the desired outcomes of the incident objectives.

D. Plan Activation

The initial response to, or the imminent threat of, an emergency will generally be conducted under the guidelines of this Basic Plan, and the Agency / Department Annexes and Appendices contained in this plan. During an initial response, an Incident Commander (IC) will assume command of local resources and *act* to protect lives, property and the environment. If the situation exceeds or threatens to exceed the initial response, the IC will activate additional response capabilities through established procedures, mutual aid or inter-local operational agreements.

Upon notification of an incident, Chelan County Emergency Management will support the Incident Command and activate the necessary functions of the emergency management organization, such as emergency alerting and notifications. The Chelan County Emergency Operations Center (CCEOC) activation level is determined by the size, scope and complexity of an incident.

CCEM utilizes the standard NIMS EOC activation levels:

NIMS EOC Activation Levels	
Activation Level	**Description**
3 – Normal Operations	Activities that are normal for the EOC when no incident or specific risk or hazard has been identified; or an activity that can be dealt with using existing local resources or minimal mutual aid assistance, and that is short term in nature and limited in scope.
2 – Partial Activation	Certain EOC staff and departments/agencies activated to monitor a credible threat, risk, or hazard and/or to support the response to a new and potentially evolving incident; or incident activities with increasing scope, complexity and mutual aid resources.
1 – Full Activation	All EOC staff and multiple department/agencies are activated to support the response to a major incident or credible threat; or broad scope community emergencies with long term impact, representing a significant threat to life, property and/or the environment; and requiring a substantial commitment of personnel,

E. Continuity of Government

Under Article XI, Section 11 of the Washington State Constitution, any county, city, or town is charged with the responsibility for ensuring provisions are made for continuity of government during emergencies within their respective jurisdictions. The Chelan County Continuity of Government and Operations Plan (COG/COOP), has been approved by the Chelan County Commissioners (9/27/2016), as a supporting preparedness document to complement the existing Chelan County CEMP.

The purpose and intent of the COG/COOP is to prepare Chelan County to respond to disasters or a major emergency while continuing to provide day-to-day essential services. COG/COOP planning helps assure the capability exists to continue essential services across a wide range of potential emergencies. The objectives of the plan are to:

Ensure the continuous performance of a department's essential services during a disaster or major emergency.
1. Protect critical infrastructure.
2. Reduce or mitigate disruptions to operations from a disaster.
3. Achieve a timely and orderly recovery from an emergency and resume full service to customers as quickly as possible.

Natural, technological, or man-made disasters may threaten the functional capability of local government through the potential destruction of or harm to government personnel, facilities, critical systems, resources, and vital records. Continuity of government and operations planning is necessary to provide for the continued protection and safety of the population and bring about the prompt and orderly restoration and recovery of public and private property and services.
Many of the catastrophes that require activation of the CC COG/COOP will cause extensive damage to more than just County facilities.

The Continuity of Government and Operations Plan will be activated upon notification of an emergency or disaster in the County that severely impacts the County's and/or contracted City's ability to continue normal operations and provide essential services. The COG/COOP addresses the preservation and/or

reconstruction of government to ensure that the legislative, administrative, and business continuity for Chelan County is maintained until normal operations and services can be restored.

The Chelan County Emergency Operations Center (EOC) will be activated to support County and/or City operations to an emergency or disaster for response, recovery and restoration. The CC EOC will also serve as the central coordination point for the implementation of the COG/COOP activation and the coordination and support for operations and/or alternative facilities.

Each political subdivision shall adopt rules and regulations providing for appointment of temporary interim successors to the elected and appointed offices of the political subdivisions (RCW 42.14.070).

Executive heads of all departments and agencies of the county and cities should designate alternates to assure continuity of leadership and operation in the event they (the executive heads) are not available during the time of an emergency. An alternate operations office should also be designated in the event the normal office is unusable. The successors are to be made aware of their emergency responsibilities and receive appropriate training.

All departments, agencies, and commissions shall identify essential records and take actions to protect those records during a disaster or emergency operation.

Designation of Successors

Succession will occur if there are no available elected executives to make policy decisions. Upon the availability of any elected executive official, succession to non-elected personnel will cease.

County Government

If the entire Board of Commissioners is not available, then this authority is assumed in this order:
1. Sheriff
2. Director of Public Works
3. Assessor
4. Auditor

In the event no elected officials are available, emergency authority will fall to the Senior Sheriff's Office Commander.

City Government

If the entire elected legislative authority body is unavailable, this authority is assumed by the available department heads, with the City Administrator acting as chair of this body.

Scope of Authority

Emergency Management responsibilities of successors acting as the executive authority:
1. Shall abide by any and all procedures pre-determined by the elected executive officials for their particular political subdivision.
2. Shall make only those decisions necessary to support the emergency or disaster operations.
3. Shall commit funds to the emergency/disaster operations as provided in the Revised Code of Washington.

F. Whole Community Involvement

The Whole Community is defined by the Federal government as:

"Whole Community is a means by which residents, emergency management practitioners, organizational community leaders, and government officials can collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. Whole Community includes individuals and families, including those identified as at-risk or vulnerable populations; businesses; faith-based and community organizations; nonprofit groups; schools and academia; media outlets; and all levels of government, including state, local, tribal, territorial, and federal partners."

Involving the Whole Community is a means by which Washington State residents, businesses, non-profit organizations, emergency management practitioners, organizational and community leaders, and government officials at all levels can collectively identify and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. The Whole Community approach in Washington State attempts to engage the full capacity of the public, private and nonprofit sectors. This includes businesses, faith-based and disability organizations, and the public, including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), people with Limited English Proficiency (LEP), and culturally diverse populations. This engagement is in conjunction with the participation of local, tribal, state, and federal governmental partners.

State and local governments carrying out emergency response and providing disaster assistance shall comply with all applicable non-discrimination provisions contained in RCW 49.60, Discrimination - Human Rights Commission, as well as in Public Law 110-325, Americans with Disabilities Act (ADA) of 1990 as amended with ADA Amendments Act of 2008.

Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services.

Providing meaningful access for persons with LEP may entail providing language assistance services, including oral interpretation and written translation. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (August 11, 2000), requires federal agencies issue guidance to grant recipients, assisting such organizations and entities in understanding their language access obligations. The Department of Homeland Security (DHS) published the required grant recipient guidance in April 2011, DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 76 Fed. Reg. 21755-21768, (April 18, 2011). The guidance provides helpful information such as how a grant recipient can determine the extent of its obligation to provide language services, selecting language services, and elements of an effective plan on language assistance for LEP persons.

The term Access and Functional Needs (AFN) has replaced "special needs," "vulnerable," "high-risk," and similar terms. People with access or functional needs are those who may have additional needs before, during or after an incident in functional areas including, but not limited to: maintaining health, independence, communication, transportation, support, services, self-determination, and medical care. Individuals in need of additional response assistance may include people who have disabilities, who live in institutionalized settings, who are older adults, who are children, who are from diverse cultures, who have

limited English proficiency or who are non-English speaking, or who are transportation disadvantaged (National Preparedness Goal, September 2015).

The Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

G. Request for a Proclamation of Emergency

When an emergency or disaster is beyond the normal capabilities of local government, a local proclamation of emergency is made by the legislative head of the involved governments in accordance with RCW 36.40.180 for counties and RCW 35.33.081 for cities. This proclamation is usually prepared by Chelan County Emergency Management and is approved and signed by the legislative heads of government as an ordinance or resolution. This proclamation is a prerequisite for state and federal assistance.

Proclamation of Emergency: Activation of the appropriate parts of this plan, and certain emergency powers, by proclamation of emergency. A proclamation of emergency must be made by the local legislative authority to request state or federal assistance.

III.   Direction, Control, and Coordination

A. Multi-Jurisdictional Coordination

The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this plan. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations.

The operations of the emergency management within Chelan County are established by the Inter-local Agreement between the County of Chelan and the Cities of Cashmere, Chelan, Entiat, Leavenworth and Wenatchee.

B. General

All disasters and emergencies begin locally, and local jurisdictions working in collaboration with county and other local emergency management agencies provide initial response. Direction, control, and coordination of the initial emergency management response activities are provided by local jurisdictions and their emergency management agencies. The complexity of emergency management operations during a disaster or emergency requires that direction, control, and coordination channels are formalized and understood by all involved in the incident.

Local incident commanders lead tactical direction and control activities. Incident commanders report as specified in their chain of command and request resources through the Chelan County Emergency Operations Center (EOC). When public, private, and mutual aid or inter-local agreement resources from adjacent political subdivisions are exhausted, the county EOC requests assistance from the State Emergency Operations Center (SEOC).

The following graph illustrates the relationship of the Comprehensive Emergency Management Plan Basic Plan with the Agency/Department Annexes and an agency or department's operation procedures and guidelines that establish the local tactical direction and control activities.
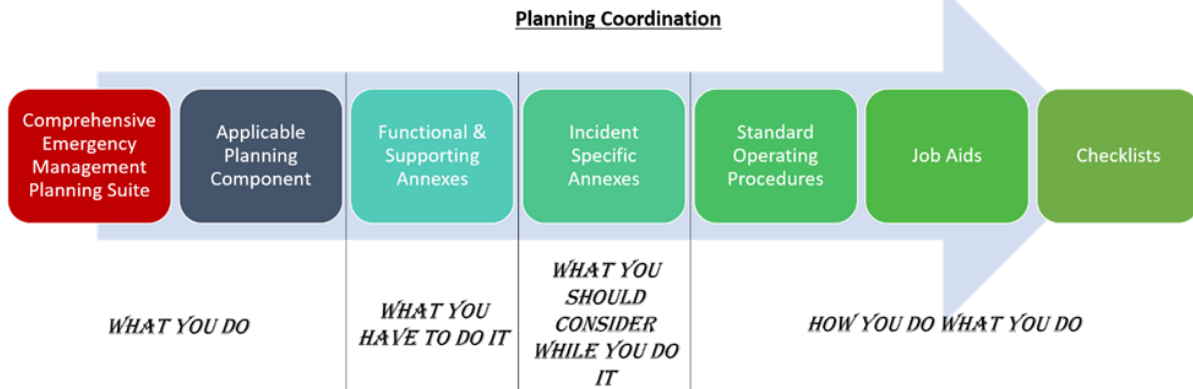
C. Horizontal Integration

Chelan County Code - The county code was reviewed for the full capability assessment and for identifying opportunities for action plan integration.

Chelan County Flood Control Zone District Plan (2018) - The Management Plan recommends regional policies, programs, and projects to reduce flood risks and to protect, restore or enhance riparian and aquatic ecosystems.The flood damage prevention ordinance was reviewed for compliance with the National Flood Insurance Program.

Chelan County Natural Hazard Mitigation Plan
The 2019 revision is a comprehensive document that evaluates and identifies natural hazards, potential risks from those hazards, and projects to mitigate for and respond to hazard events.

Chelan County Community Wildfire Protection Plan
The purpose of the Chelan County Community Wildfire Protection Plan (CWPP) is to reduce the impact of wildfire on Chelan County residents, landowners, businesses, communities, local governments, and state and federal agencies while maintaining appropriate emergency response capabilities and sustainable natural resource management policies. The CWPP identifies high risk areas as well as recommend specific projects that may help prevent wildland fires from occurring altogether or, at the least, lessen their impact on residents and property.

Chelan / Douglas Health District Emergency Operations Plan (2017)
The purpose of the Chelan Douglas Health District's (CDHD) Emergency Operation Plan (EOP) is to provide guidelines for coordinated preparedness and response to emergency incidents that fall under Emergency Support Function (ESF) 8, Public Health and Medical Services, or incidents that may have public health implications in Chelan & Douglas Counties.

Chelan / Douglas LEPC Hazardous Materials Emergency Response Plan (December 2018) This plan replaced Emergency Support Function (ESF 10), Oil and Hazardous Materials Response, of the 2014 Chelan County CEMP. The plan establishes the policies and procedures under which the County of Chelan will operate in the event of a hazardous materials incident, oil spill, or other release.

Chelan / Douglas Area Emergency Services Mutual Aid Agreement
Based on the provisions of Chapter 39.34 RCW, RCW 35.84.040, and RCW 52.12.111, this mutual aid agreement provides the signature cities, fire districts and other public safety agencies with a mechanism for requesting mutual aid for fire protection, rescue, and other emergency situations.

D. Vertical Integration

WA State Region Seven Emergency Management Inter-local Agreement
A regional inter-local agreement between the counties of Chelan. Douglas, Grant, Kittitas, and Okanogan for the purpose of joint participation in Homeland Security and Emergency Management "All Hazards" planning and preparedness programs.

REDi (Regional Emergency and Disaster) Healthcare Coalition
Formerly Washington State Region 7, Region 8 and Region 9 Healthcare Coalitions, the **R**egional **E**mergency and **Di**saster (REDi) Healthcare Coalition is the healthcare coalition serving the 19 counties and 4 tribes of eastern Washington. The coalition collaborates with hospitals, clinics, long-term care providers, dialysis centers, blood centers, emergency management, public health, tribal health and others increase regional healthcare system preparedness and response. We welcome these partners to collaborate with us as we plan for, train, exercise and respond to emergencies impacting eastern Washington.

Washington State Comprehensive Emergency Management Plan (CEMP)
The Washington State CEMP provides the framework for statewide mitigation, preparedness (including prevention and protection), response and recovery activities while providing a structure for plan consistency throughout the state and facilitating interoperability between local, state, and federal governments.

WA State CEMP Catastrophic Incident Annex (2013)
This annex helps state agencies and local jurisdictions prepare to respond rapidly in the case of a catastrophic incident.

WA State Fire Services Resource Mobilization Plan
Under RCW 43.43.961, the Fire Service Resource Mobilization Plan is implemented to provide personnel, equipment, and other logistical resources when a wildland fire or other emergency exceeds the firefighting capacity of local jurisdictions.

Northwest Area Contingency Plan (2011)
The Northwest Area Contingency Plan (NWACP) has been adopted as Washington State's Oil and hazardous Substance Spill Prevention and Response Plan, as required by statute (RCW 90.56.060). This plan is intended for use as a guideline for coordination of spill response actions and to ensure consistency in response to spills.

Washington Intrastate Mutual Aid System (WAMAS)
WAMAS, established in RCW 38.56, provides for mutual assistance among member jurisdictions, to include every county, city and town of the state. WAMAS is a mutual aid tool to use when other agreements do not exist.

Emergency Management Assistance Compact (EMAC)
EMAC, is a national governor's interstate mutual aid compact that facilitates the sharing of resources, personnel and equipment across state lines during times of disaster and emergency.
EMAC is formalized into law (RCW 38.10.010) and requires a Governor's Proclamation before use. It is coordinated through the Washington Emergency Management Division.

National Incident Management System (NIMS)
A system mandated by Homeland Security Presidential Directive 5 (HSPD-5) that provides a consistent nationwide approach for domestic incidents.
National Warning System (NAWAS)

The federal portion of the Civil Defense Warning System used for the dissemination of warnings and other emergency information from the Federal Emergency Management Agency's National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities that affect public safety.

E. Unity of Effort through Core Capabilities

Unity of Effort is a third **NIMS** Guiding Principle added in **NIMS** 2017. **Unity of effort** means coordinating activities among various organizations to achieve common objectives. **Unity of effort** enables organizations with specific jurisdictional responsibilities to support each other while maintaining their own authorities.

F. The National Preparedness Goal: Mission Areas

The National Preparedness Goal identified five mission areas to prepare our nation and our communities for all types of disasters or emergencies.

- **Prevention.** Prevent, avoid or stop an imminent, threatened or actual act of terrorism.
- **Protection**. Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations and way of life to thrive.
- **Mitigation.** Reduce the loss of life and property by lessening the impact of future disasters.
- **Response.** Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- **Recovery.** Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

The National Preparedness Goal also provided 32 core capabilities (distinct critical elements) necessary for our success. They are highly interdependent and require us to use existing preparedness networks and activities, coordinate and unify efforts, improve training and exercise programs, promote innovation, leverage and enhance our science and technology capacity, and ensure that administrative, finance, and logistics systems are in place to support these capabilities. The core capabilities serve as both preparedness tools and a means of structured implementation.

Mission Area Core Capabilities				
Prevention	Protection	Mitigation	Response	Recovery
Planning				
Public Information and Warning				
Operational Coordination				
Intelligence and Information Sharing		Community Resilience Long-term Vulnerability Reduction Risk and Disaster Resilience Assessment Threats and Hazards Identification	Infrastructure Systems	
Interdiction and Disruption			Critical Transportation Environmental Response/Health and Safety Fatality Management Services Fire Management and Suppression Logistics and Supply Chain Management Mass Care Services Mass Search and Rescue Operations On-scene Security, Protection, and Law Enforcement Operational Communications Public Health, Healthcare, and Emergency Medical Services Situational Assessment	Economic Recovery Health and Social Services Housing Natural and Cultural Resources
Screening, Search, and Detection				
Forensics and Attribution	Access Control and Identity Verification Cybersecurity Physical Protective Measures Risk Management for Protection Programs and Activities Supply Chain Integrity and Security			

Thirty-Two (32) core capabilities (distinct activities) identified by the National Preparedness Goal

G. Common Core Capabilities

Three core capabilities: Planning, Public Information and Warning, and Operational Coordination are common in all five mission areas.

COMMON CORE CAPABILITIES
Planning
Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.
Public Information and Warning
Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay

COMMON CORE CAPABILITIES
information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate.
Operational Coordination
Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.

H. Common Prevention and Protection

SHARED PREVENTION & PROTECTION CORE CAPABILITIES
Intelligence and Information Sharing
Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by local, state, tribal, territorial, Federal, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among government or private sector entities, as appropriate.
Interdiction and Disruption
Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.
Screening, Search, and Detection
Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio-surveillance, sensor technologies, or physical investigation and intelligence.

I. Prevention Mission

Prevention includes those capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. Unlike other mission areas, which are all-hazards by design, Prevention core capabilities are focused specifically on imminent terrorist threats, including on-going attacks or stopping imminent follow-on attacks.

PREVENTION CORE CAPABILITIES
Forensics and Attribution
Conduct forensic analysis and attribute terrorist acts (including the means and methods of terrorism) to their source, to include forensic analysis as well as attribution for an attack and for the preparation for an attack, in an effort to prevent initial or follow-on acts and/or swiftly develop counter-options.

J. Protection Mission

Protection includes the capabilities to safeguard the homeland against acts of terrorism and man-made or natural disasters. It focuses on actions to protect our people, our vital interests, and our way of life.

PROTECTION CORE CAPABILITIES
Access Control and Identity Verification
Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.

PROTECTION CORE CAPABILITIES
Cybersecurity
Protect (and, if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.
Physical Protective Measures
Implement and maintain risk-informed countermeasures and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors.
Risk Management for Protection Programs and Activities
Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments.
Supply Chain Integrity and Security
Strengthen the security and resilience of the supply chain.

K. Mitigation Mission

Mitigation includes those capabilities necessary to reduce loss of life and property by lessening the impact of disasters. It is focused on the premise that individuals, the private and nonprofit sectors, communities, critical infrastructure, and the Nation as a whole are made more resilient when the consequences and impacts, the duration, and the financial and human costs to respond to and recover from adverse incidents are all reduced.

The Chelan County Emergency Management Department will prepare and maintain a Natural Hazard Mitigation Plan, coordinate with other agencies for management of specific mitigation projects, provide public information on mitigation and coordinate with Washington Emergency Management Division on mitigation issues.

All agencies and jurisdictions will develop and implement a plan to reduce or alleviate the loss of life, property, economy, and the environment from natural and human caused hazards.

Basic mitigation considerations include:

1. Removal or elimination of the hazard.
2. Reduce or limit the amount or size of the hazard
3. Segregate the hazard from that which is to be protected.
4. Establish hazard warning and communication procedures.
5. Conduct training and education, coordinate exercises, and plan maintenance.

MITIGATION CORE CAPABILITIES
Community Resilience
Enable the recognition, understanding, communication of, and planning for risk, and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents.
Long-term Vulnerability Reduction
Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.
Risk and Disaster Resilience Assessment
Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase its resilience.
Threats and Hazards Identification

MITIGATION CORE CAPABILITIES
Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.

L. Common Response and Recovery

SHARED RESPONSE & RECOVERY CORE CAPABILITY
Infrastructure Systems
Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.

M. Response Mission

Response includes those capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred. It is focused on ensuring that the Nation is able to effectively respond to any threat or hazard, including those with cascading effects. Response emphasizes saving and sustaining lives, stabilizing the incident, rapidly meeting basic human needs, restoring basic services and technologies, restoring community functionality, providing universal accessibility, establishing a safe and secure environment, and supporting the transition to recovery.

RESPONSE CORE CAPABILITIES
Critical Transportation
Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas.
Environmental Response/Health & Safety
Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities.
Fatality Management Services
Provide fatality management services, including decedent remains recovery and victim identification, and work with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.
Fire Management & Suppression
Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and environment in the affected area.
Logistics & Supply Chain Management
Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.
Mass Care Services
Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.
Mass Search & Rescue Operations

RESPONSE CORE CAPABILITIES
Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.
On-scene Security, Protection, & Law Enforcement
Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations.
Operational Communications
Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces.
Public Health, Healthcare, & Emergency Medical Services
Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support and products to all affected populations.
Situational Assessment
Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

N. Recovery Mission

Recovery includes those capabilities necessary to assist communities affected by an incident to recover effectively. Support for recovery ensures a continuum of care for individuals to maintain and restore health, safety, independence and livelihoods, especially those who experience financial, emotional, and physical hardships. Successful recovery ensures that we emerge from any threat or hazard stronger and positioned to meet the needs of the future. Recovery capabilities support well-coordinated, transparent, and timely restoration, strengthening, and revitalization of infrastructure and housing; an economic base; health and social systems; and a revitalized cultural, historic, and environmental fabric.

The Chelan County Emergency Management Department will coordinate disaster recovery and restoration efforts to include collection, evaluation, compilation, and forwarding of reports and damage assistance requests, restoration of essential services, State, Federal and other disaster assistance programs, identify potential future mitigation measures, and conduct reviews and critiques of emergency plans and procedures

RECOVERY CORE CAPABILITIES
Economic Recovery
Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.
Health & Social Services
Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.
Housing
Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.
Natural & Cultural Resources

RECOVERY CORE CAPABILITIES
Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and Executive orders.

Organization

The Chelan County Emergency Management Department functions under the direct supervision of the Chelan County Sheriff. The Sheriff is the Emergency Management Director, and he appoints an Assistant Director who manages the Emergency Management Office and EOC.

A. Jurisdiction Organizational Structure

**Chelan County Sheriff's Office
Emergency Management Division
Organization Chart**
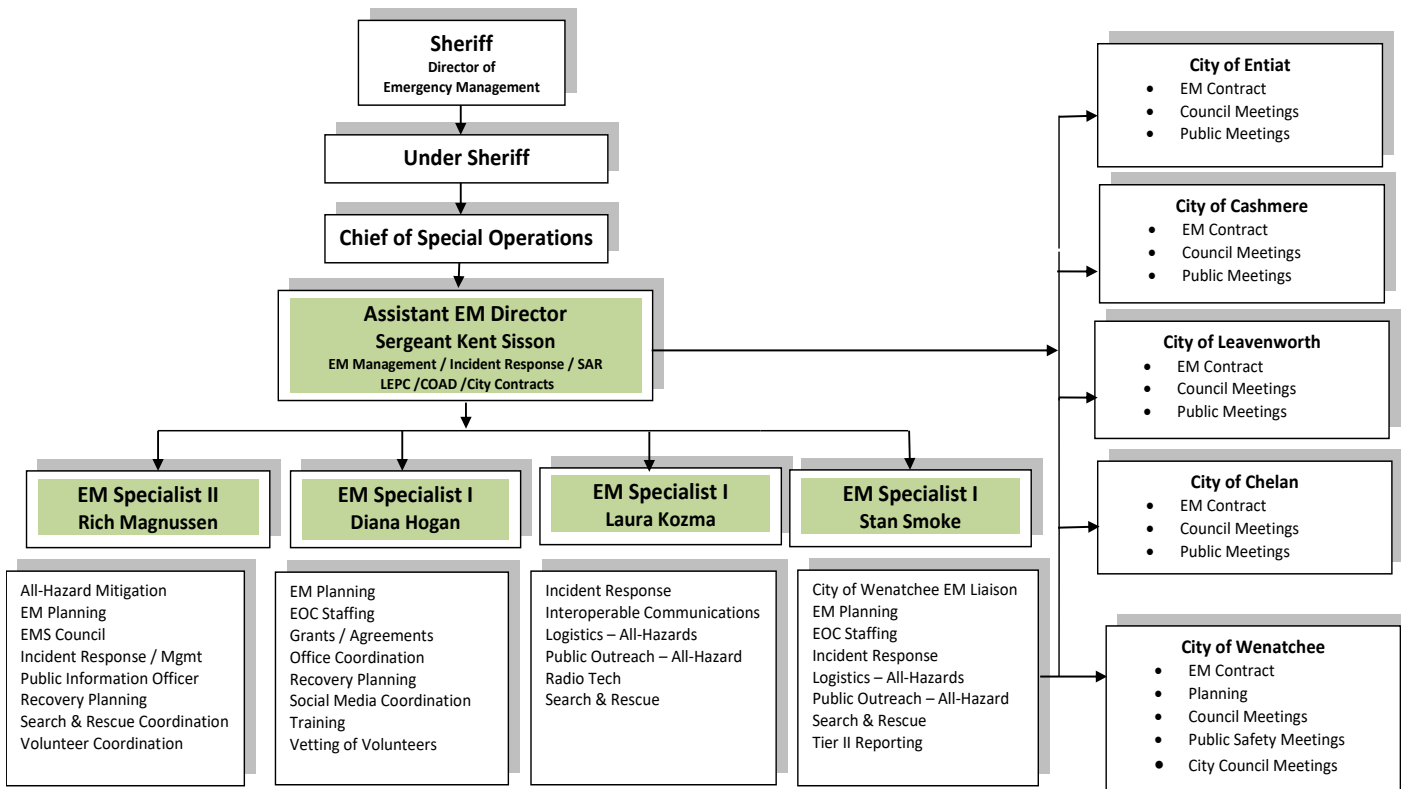
B. Emergency Organizational Structure

The 2019 Chelan County CEMP revision follows the Agency/Department-Focused Emergency Operations Plan (EOP) Format using Agency/Department annexes to describe the capabilities and limitations of each specific entity involved in an incident

Incident Command System (ICS) is used to manage the response and recovery efforts conducted under this plan. The authority of the Incident Commander (IC) is limited to those powers specifically granted by delegation of authority, statute, legislative authority or derived from the plan. Emergency response and supporting agencies and organizations fully agree to carry out their objectives in support of the incident command structure.

Chelan County Emergency Management Organization Structure
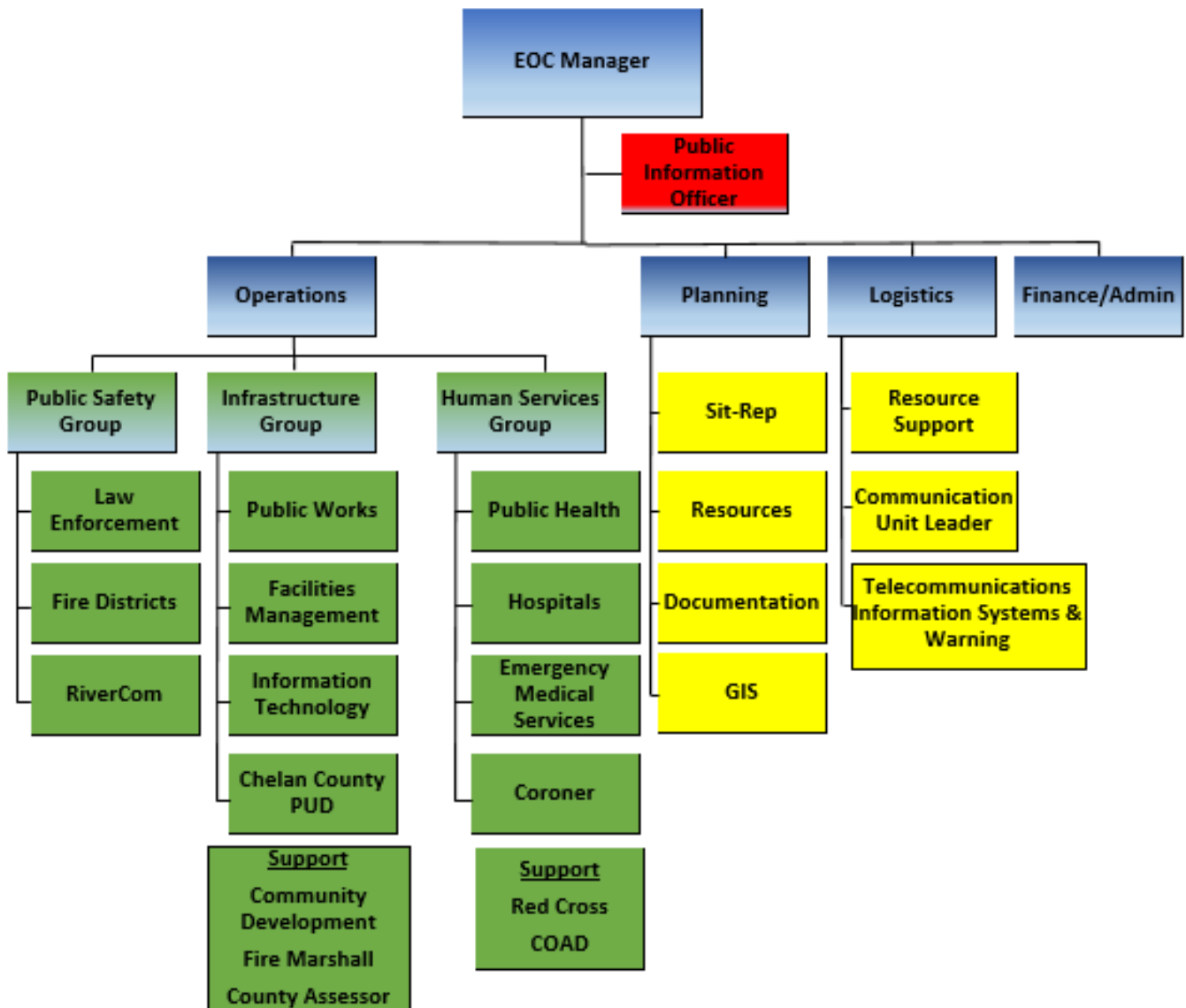
C. Emergency Operations Center

EOCs are locations where staff from multiple agencies typically come together to address imminent threats and hazards and to provide coordinated support to incident command, on-scene personnel, and/or other EOCs. EOCs may be fixed locations, temporary facilities, or virtual structures with staff participating remotely.

Primary functions of staff in EOCs, whether virtual or physical, include:
1. Collecting, analyzing, and sharing information;
2. Supporting resource needs and requests, including allocation and tracking;
3. Coordinating plans and determining current and future needs; and
4. Providing coordination and policy direction.

Agencies and departments also have operations centers. However, these organization-specific operations centers differ from multidisciplinary EOCs. Departmental Operations Center (DOC) staff coordinate their agency or department's activities.

The elected executive officials, department heads and other key officials usually operate at a location apart from Emergency Operations Center during emergency or disaster situations. Information regarding the situation will be coordinated at the Emergency Operations Center and the elected and/or senior government officials will make the policy decisions.

Bringing representatives from various stakeholder and partner organizations together in EOCs optimizes unity of effort and enables staff to share information, provide legal and policy guidance to on-scene personnel, plan for contingencies, deploy resources efficiently, and generally provide whatever support is required. The composition of EOC teams may also vary depending on the nature and complexity of the incident or situation. Regardless of which organizations are represented, all EOC teams receive oversight from elected and/or appointed officials such as governors, tribal leaders, mayors, and city managers. They typically make decisions regarding priorities and on issues such as emergency declarations, large-scale evacuations, access to extraordinary emergency funding, waivers to ordinances and regulations, and adjudication of scarce resources.

EOC Personnel and Staffing

- The need for EOC staff will expand and contract during the various phases of the disaster, with the largest commitment of personnel usually required during the response phase.
- During a major emergency or disaster, it may become necessary to support the EOC with personnel from varying departments. All Directors, Supervisors, Chiefs and other heads of departments,
- Agencies and local political subdivisions should provide personnel to support the EOC.
- Persons assigned EOC duties must be prepared to respond during emergencies.

Primary/Alternate Location

The Chelan County Emergency Operations Center is located at 206A Easy Street, Wenatchee.
If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation. The primary alternate is Chelan County Fire District 3 (Leavenworth), Chelan County Fire District 7 (Chelan) or Wenatchee Police Department.

D.   EOC Activation Process

The Chelan County EOC is activated for various reasons based on the needs of a jurisdiction, organization, or Incident Commander; the context of a threat; the anticipation of events; or in response to an incident. Circumstances that might trigger EOC activation include:

1. More than one jurisdiction becomes involved in an incident and/or the incident involves multiple agencies;

2. The Incident Commander or Unified Command indicates an incident could expand rapidly, involve cascading effects, or require additional resources;

3. A similar incident in the past led to EOC activation;

4. The EOC director or an appointed or elected official directs that the EOC be activated;

5. An incident is imminent.

6. Threshold events described in the emergency operations plan occur; and/or

7. Significant impacts to the population are anticipated.

Upon notification of an incident, Chelan County Emergency Management will support the Incident Command and activate the necessary functions of the emergency management organization, such as emergency alerting and notifications. The Chelan County Emergency Operations Center (CCEOC) activation level is determined by the size, scope and complexity of an incident.

CCEM utilizes the standard NIMS EOC activation levels:

NIMS EOC Activation Levels	
Activation Level	**Description**
3 – Normal Operations	Activities that are normal for the EOC when no incident or specific risk or hazard has been identified; or an activity that can be dealt with using existing local resources or minimal mutual aid assistance, and that is short term in nature and limited in scope.
2 – Partial Activation	Certain EOC staff and departments/agencies activated to monitor a credible threat, risk, or hazard and/or to support the response to a new and potentially evolving incident; or incident activities with increasing scope, complexity and mutual aid resources.
1 – Full Activation	All EOC staff and multiple department/agencies are activated to support the response to a major incident or credible threat; or broad scope community emergencies with long term impact, representing a significant threat to life, property and/or the environment; and requiring a substantial commitment of personnel,

In the event the magnitude and complexity of the incident overwhelm or exhaust local capabilities and resources, Chelan County EM will activate the EOC, of not already activated; alert and notify the appropriate staff and officials; and implement the Comprehensive Emergency Management Plan. CCEOC will:

1. Obtain proclamation of emergency, if necessary, to activate emergency powers. Suspend normal non-essential activities, and divert local resources to augment disaster response and recovery.

2. Request support from the Washington State Emergency Operations Center (SEOC). They will evaluate local resource commitment and coordinate additional resource response.

3. In the event that the capabilities of state government are exceeded, the Governor may request federal disaster assistance. A disaster declaration by the President will be necessary in order to release certain federal aid.

4. Identify and mobilize available local, state and federal resources to restore the community to its pre-disaster state to the fullest extent possible.

Once the county's Emergency Operations Center (EOC) has been opened, all operations are to be coordinated with or reported to the EOC.

E. Deactivation Process

The EOC director deactivates EOC staff as circumstances allow, and the EOC returns to its normal operations/steady state condition. Deactivation typically occurs when the incident no longer needs the support and coordination functions provided by the EOC staff or those functions can be managed by individual organizations or by steady-state coordination mechanisms. EOC leadership may phase deactivation depending on mission needs. EOC staff complete resource demobilization and transfer any ongoing incident support/recovery activities before deactivating.

F. Emergency Roles

Coordinating

Coordinators oversee the preparedness activities for a particular capability and coordinate with its primary and support agencies. Responsibilities of the coordinator include:
- Maintaining contact with primary and support agencies through conference calls, meetings, training activities, and exercises.
- Monitoring the progress in meeting the core capabilities it supports.
- Coordinating efforts with corresponding private sector, NGO, and Federal partners.
- Ensuring engagement in appropriate planning and preparedness activities.

Primary

Primary agencies have significant authorities, roles, resources, and capabilities for a particular function within a capability. Primary agencies are responsible for:
- Orchestrating support within their functional area for the appropriate response core capabilities and other missions.
- Notifying and requesting assistance from support agencies.
- Managing mission assignments (in Stafford Act incidents) and coordinating with support agencies, as well as appropriate state officials, operations centers, and other stakeholders.
- Coordinating resources resulting from mission assignments.
- Working with all types of organizations to maximize the use of all available resources.
- Monitoring progress in achieving core capability and other missions and providing that information as part of situational and periodic readiness or preparedness assessments.
- Planning for incident management, short-term recovery operations, and long-term recovery.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards or to validate and improve capabilities to address changing risks.
- Promoting physical accessibility, programmatic inclusion, and effective communication for the whole community, including individuals with disabilities.

Support

Support agencies have specific capabilities or resources that support primary agencies in executing capabilities and other missions. The activities of support agencies typically include:
- Participating in planning for incident management, short-term recovery operations, long-term-recovery, and the development of supporting operational plans, standard operating procedures, checklists, or other job aids.
- Providing input to periodic readiness assessments.
- Maintaining trained personnel to support interagency emergency response and support teams.

- Identifying new equipment or capabilities required to respond to new or emerging threats and hazards, or to improve the ability to address existing threats.
- Coordinating resources resulting from response mission assignments.

MISSION AREA	P – Primary S – Support C - Coordinating CORE CAPABILITIES	Coroner	Emergency Management	Emergency Medical Services	Facilities Maintenance	Fire Department	Hospitals	Information Technology	Law Enforcement	Public Health District	Public Utilities Department	Public Works	RiverCom
RESPONSE	Planning		P										
	Public Information & Warning	S	P	S			S	S	S	P	P	S	S
	Operational Coordination	S	P	S	S	P	P	S	P	P	S	S	S
	Infrastructure Systems		S	S	P	S	S	S	S	S	P	P	S
	Critical Transportation		S	S		S	S		P		S	P	
	Environmental Response/Health & Safety		S	S		S	S		S	P	S	S	
	Fatality Management Services	P	S	S			S		S				
	Fire Management & Suppression					P							
	Logistics & Supply Chain Management		P	S			S			S	S		
	Mass Care Services		P				S			S			
	Mass Search & Rescue Operations		P			S							
	On-scene Security, Protection, & Law Enforcement								P				
	Operational Communications		S	S		S	S	P	P		P		P
	Public Health, Healthcare, & EMS			P		S	P			P			
	Situational Assessment	S	P	S	S	S	S	S	S	P	P	S	S

IV. Responsibilities

The goal is to work together, reviewing plans, agreements, and operational initiatives to ensure the whole community can build, sustain, and improve their capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

A. Elected/Appointed Officials

All Mission Areas	Jurisdictional chief executives are responsible for the public safety and welfare of the people of their jurisdiction. These officials provide strategic guidance and resources across all five mission areas. Chief elected, or appointed, officials must have a clear understanding of their emergency management roles and responsibilities and how to apply the response core capabilities to make decisions regarding resources and operations during an incident, as needed. Lives may depend on their decisions. Elected and appointed officials also routinely shape or modify laws, policies, and budgets to aid preparedness efforts and improve emergency management and response capabilities.
	Emergency Management: Ultimately responsible for the emergency management program and organization and to provide overall direction in the development of emergency mitigation, preparedness, response and recovery programs. Chelan County has appointed the Sheriff to head the Emergency Management Office and he in turn has appointed an Assistant Director. Cities within Chelan County (Wenatchee, Cashmere, Leavenworth, Entiat, and Chelan) have contracted with Chelan County for Emergency Management Services.
	Chair of Board of County Commissioners / City Mayors: Shall act as the single point of contact, for the legislative body of their jurisdiction, for emergency policy decisions.
	Local government resources: Ensure that all available local government resources are utilized to the maximum extent possible.
	The EMD Director is responsible to the executive heads of government for carrying out the program for emergency management for the county.
Prevention	May routinely shape or modify laws, policies, and budgets to aid prevention (and general preparedness) efforts.
Protection	• May routinely shape or modify laws, policies, and budgets to aid protection (and general preparedness) efforts. • Establish policy and procedures for the municipality's chain of command and succession of authority.
Mitigation	May routinely shape or modify laws, policies, and budgets to aid mitigation efforts.
Response	*Chief executives' response duties may include:* • *Obtaining assistance from other governmental agencies;* • *Providing direction for response activities; and* • *Ensuring appropriate information is provided to the public* • *Proclamation of Emergency: Activation of the appropriate parts of this plan, and certain emergency powers, by proclamation of emergency. A proclamation of emergency must be made by the local legislative authority to request state or federal assistance.*

	• *Emergency expenditures: Authorize expenditure of funds necessary to combat the disaster, protect health and safety of persons and property, and provide assistance to disaster victims, as appropriate.* • *Prioritizing emergency resources: Policy level decisions involving the acquisition and distribution of food and water, supplies, equipment and other material when critical shortages exist or are anticipated.* • *Impressment of citizens: Command the services and equipment of private citizens as necessary in response to the disaster after proclamation by the governor.* • *The responsibility for leadership and operations during emergency situations is vested in the executive heads of government.* • *Provide liaison to mayors, other county commissioners or to the Governor in emergency or disaster related matters.* • *Request state assistance from either the Governor or other appropriate state agencies.* • *Issue, amend, or rescind necessary orders, rules and regulations to carry out emergency management operations.*
Recovery	*Has the authority to appoint local recovery leadership that they select or that is selected by a designated recovery management organization*

B. Local Government Agencies/Departments

All Mission Areas	Local governments provide leadership for services such as law enforcement, fire, public safety, environmental response, public health, emergency management, emergency medical services, and public works for all manner of threats, hazards, and emergencies. Local governments are responsible for ensuring all citizens receive timely information in a variety of accessible formats. Department and agency heads collaborate with the emergency manager during the development of local emergency plans and provide key response resources. Participation in the planning process helps to ensure that specific capabilities are integrated into a workable plan to safeguard the community. These department and agency heads (and their staff) develop, plan, and train on internal policies and procedures to meet response needs safely. They also participate in interagency training and exercises to develop and maintain necessary capabilities. In carrying out the provisions of the emergency management program, the legislative authority of the political subdivisions of the state are responsible for utilizing the services, equipment, supplies and facilities of existing departments; and the personnel of such departments are directed to cooperate with the emergency management organization upon request (RCW 38.52.110). Incident command agencies. These agencies have established day-to-day responsibility for specific services within a specific jurisdiction (fire districts and departments, law enforcement agencies, public works departments, etc.). They are also responsible for providing trained incident commanders and staff when required, responsible for management of the emergency response and recovery according to the plan and responsible for establishing direction and control facilities at the incident. Participating agencies and organizations. Responsible for providing necessary staff in time of emergency, participating in training and exercises, providing

	representatives to incident management as a point of contact during emergencies, and committing agency workers, equipment and resources to the cooperative effort.
	Heads of departments, augmented by trained reserves and volunteers, perform emergency functions as stated in this plan.
	Departments will retain their identity and autonomy during disaster operations. When agencies assist each other, personnel will remain under the supervision of their own agency. They will receive mission assignments from the using agency.
	Departments not having an assigned emergency mission will carry out such duties as may be directed by the executive heads of government.
	Local agencies and organizations should develop and implement procedures to carry out their responsibilities as outlined in the plan. Lines of authority should be identified and documents for the continuity of government should be protected. Individuals with responsibilities during assessment and mitigation, preparedness, response, and recovery phases should be identified and aware of their emergency responsibilities.
	Prepare a plan to provide essential government services during a disaster. Include establishing essential government services at another location should current facilities be unusable.
	Identify key personnel to staff organization during emergency situations.
	Develop and maintain a chain of command and authority to ensure continued operations in the event key personnel are not available.
	All departments, agencies, and participating organizations will assign personnel to be responsible for documentation of disaster activities and costs and to utilize effective administrative methods to keep accurate detailed records distinguishing incident operational activities and expenditures from day to day activities and expenditures.
	All agencies in all jurisdictions are responsible to: • Identify and train personnel to implement the public information responsibilities outlined in the CEMP. • Participate in programs to educate the public about hazards caused by emergencies or disasters, and actions people may be asked to take to protect themselves, their property, and the environment. • Advise county agencies and jurisdictions of emergency management PIO training that is available.
Prevention	Coordinate prevention resources and capabilities with neighboring jurisdictions, the state, and the private and nonprofit sectors
Protection	Promote: • Coordination of ongoing protection plans; • Implementation of core capabilities; and • Engagement and information sharing with private sector entities, infrastructure owners and operators, and other jurisdictions and regional entities Address unique geographical protection issues, transborder concerns, dependencies and interdependencies among agencies and enterprises, and the establishment of agreements for cross-jurisdictional and public-private coordination

	Local law enforcement agencies are responsible for the protection of life and property, the preservation of peace, the prevention of crime, and the arrest of violators of the law
	These agencies respond to incidents, conduct criminal investigations, collect criminal intelligence, and collaborate with other law enforcement agencies to resolve crime; and
	They engage in community, private industry, and interagency partnerships to identify and prevent criminal acts, including terrorism and transnational threats
Mitigation	Lead pre-disaster recovery and mitigation planning efforts • Provide a better understanding of local vulnerabilities as they relate to risk reduction activities; • Actions to reduce long-term vulnerability are applied in both the pre-disaster planning and the post-disaster recovery activities of the jurisdiction; and • Improve resiliency by preparing for recovery and integrating mitigation policies into the recovery phase to ensure opportunities are not lost for risk reduction during rebuilding Assist in making the connection between community resilience priorities and private sector development, most often addressed directly at the local level Prepare and maintain a safe workplace. Conduct hazard surveys and eliminate or mitigate hazards. Review workplaces and take action to mitigate the effects of disasters.

Response	Prepare for and manage the response and recovery of the community
	
	 Volunteers and Donations: Volunteers and donors support response efforts in many ways, and governments at all levels must plan to incorporate volunteers and donated resources into response activities
	
	 Local agencies and organizations should:
	
	 • Establish response strategies and actions to save lives, reduce injury, minimize property and resource damage, and protect the environment.
	 • Follow established response procedures for:
	    o Processing emergency call information.
	    o Activation and implementation of their plans.
	    o Mobilization or demobilization of services.
	    o Establishing an Incident Command System and organization.
	 • Prepare and coordinate public information resource material that might be needed by their agency during an emergency.
	 • Maintain on-scene procedures for:
	    o Control of access to the area affected by the disaster.
	    o Identification of personnel engaged in incident activities.
	    o Accountability of personnel engaged in the incident.
	    o Document all emergency response activities and actions.

Recovery	Primary role of planning and managing all aspects of a community's recovery post-disaster • Focus on business retention and the redevelopment of housing units that are damaged or destroyed; repairing and rebuilding presents an opportunity to promote and integrate mitigation measures into recovery rebuilding strategies and plans;

	• Find opportunities to share information with the public on the status of recovery efforts to maintain community coordination and focus; and • Document progress made towards objectives and best practices for use in future incidents Take the lead in ensuring that recovery needs assessment and planning processes are inclusive and accessible, often by establishing local recovery structures that address overall coordination, sectors impacted, and survivor services Local agencies and organizations should address the following issues: • Organization and staffing for continuity of government. • Essential records recovery and restoration. • Restoration of utility and other essential services. • Record keeping and documentation of disaster related expenditures. • Debris and waste removal and disposal. • Inspection and evaluation of facilities. • Internal review of plans, procedures and emergency related activities.

C. Regional Organizations

All Mission Areas	Regional organizations provide coordination and support for planning, training, and exercise services regarding functional areas (e.g., public safety, hazardous materials/environmental response, public health, emergency medical services, etc.) for all manner of threats, hazards, and emergencies. Regional organizations are responsible for collaborating and coordinating with emergency management during the development of local emergency plans and identifying key response capabilities. Participation in the planning process helps to ensure that specific capabilities are integrated into a workable plan to safeguard each community. These regional organizations (and their staff) coordinate, plan, and train to meet response needs safely. They also participate in interagency training and exercises to develop and maintain necessary capabilities.
Prevention	Coordinate prevention resources and capabilities with neighboring jurisdictions, the state, and the private and nonprofit sectors

Protection	• Promote:
	  ○ Coordination of ongoing protection plans;
	  ○ Implementation of core capabilities; and
	  ○ Engagement and information sharing with private sector entities, infrastructure owners and operators, and other jurisdictions and regional entities
	• Address unique geographical protection issues, trans-border concerns, dependencies and interdependencies among agencies and enterprises, and the establishment of agreements for cross-jurisdictional and public-private coordination.
	• They engage in community, private industry, and interagency partnerships to identify and prevent criminal acts, including terrorism

Mitigation	• Support local jurisdictions in pre-disaster recovery and mitigation planning efforts • As able, promote and implement mitigation activities without necessarily holding a formal position of authority within a jurisdiction

	• May provide training and education to jurisdictions or communities, including how-to guides
Response	Participate and/or support with local jurisdictions in preparation for and manage the response and recovery of the communities
Recovery	• Support role of planning and advising functional aspects of a community's recovery post-disaster • May provide experience and subject matter expertise to local jurisdictions and Yakima County agencies in ensuring that recovery needs assessment and planning processes are inclusive and accessible. • In addition to collaborating on disaster planning with recovery partners, it is beneficial for regional organizations to develop their own plans for how they will support disaster recovery efforts.

D. Private Sector

All Mission Areas	Private sector entities operate in all sectors of business, commerce, private universities, and industry that support the operation, security, and resilience of global trade systems. Owners and operators of private sector entities and infrastructure should maintain situational awareness and take actions on a continuous basis to promote and build capabilities.
Prevention	Maintain situational awareness of the current threat environment, including potential terrorism-related activities; this awareness allows private sector entities to assist in preventing terrorism by identifying and reporting potential terrorism-related activity to law enforcement
Protection	Both private and public sector infrastructure develop and implement: • Risk-based protective programs; • Resilience strategies for infrastructure; and • Related information and operations under their control Make investments in security and resilience as necessary components of prudent day-to-day business and continuity of operations planning Work together and with public sector entities through established sector coordination bodies established under relevant legal authorities to share information and jointly address public risks
Mitigation	Mitigation is a sound business practice that reduces disaster losses and quickens restoration of normal operations. Private sector investments in continuity and vulnerability reduction have broad benefits. Private sector entities are essential to improving resilience through planning and long-term vulnerability reduction efforts and the development of regulatory measures that address and manage risks across infrastructure sectors. A more resilient private sector strengthens community resilience by helping to sustain economic vitality and ensuring the delivery of goods and services in the aftermath of a disaster. Among numerous activities that promote and implement the mitigation core capabilities, businesses: • Analyze and manage their own risks; • Volunteer time and services; • Operate business emergency operations centers; • Help protect America's infrastructure; and

	• Promote the return on investment realized from increased resilience, developed continuity of operations plans, and reduced vulnerability
Response	Provide for the welfare of their employees in the workplace Should have a direct link to emergency managers and, in some cases, be involved in the decision-making process Critical infrastructure—such as privately-owned transportation and transit, telecommunications, utilities, financial institutions, hospitals, and other health regulated facilities—should have effective business continuity plans • Unique private sector organizations, including critical infrastructure and regulated entities, may require additional efforts to promote resilience Certain regulated facilities or hazardous operations may be legally responsible for preparing for and preventing incidents and responding when an incident occurs Participate in state and local preparedness activities by providing resources (donated or compensated) through local public-private emergency plans, or mutual aid and assistance agreements, or in response to requests from government and nongovernmental-volunteer initiatives
Recovery	Participate in coordination opportunities during pre-disaster planning processes Maintain communication with the recovery officials about the status of operations and supply chains, as well as restoration challenges and timelines Businesses that plan for disruption are less likely to go out of business after an incident than those that do not • Develop continuity plans that include actionable, effective, and accessible internal communication processes and protocols to convey critical information May provide volunteers, leaders, technical assistance, commodities, and facilities to support the recovery effort

E. Nongovernmental/Volunteer and Community Organizations

All Mission Areas	Nongovernmental Organizations include voluntary, racial and ethnic, faith-based, veteran-based, and nonprofit organizations that provide sheltering, emergency food supplies, and other essential support services. Communities are groups that share goals, values, and institutions. They are not always bound by geographic boundaries or political divisions. Instead, they may be faith-based organizations, neighborhood partnerships, advocacy groups, academia, social and community groups, and associations. All these groups bring people together in different ways for different reasons, but each provides opportunities for sharing information and promoting collective action by fostering the development and organizational capacity to act toward a common goal. Communities may be the most effective actors to take specific action to manage and reduce their specific risks.
Prevention	May possess the knowledge and understanding of the threats they face and have the capacity to alert authorities of potential terrorism-related information and/or suspicious activities Support terrorism prevention activities through information sharing by identifying and reporting potential terrorism-related information to law enforcement

Protection	Understand the threats and hazards in their locales
	Promote, implement, and deliver core capabilities within the Protection mission by:
	• Sharing information;
	• Establishing protection standards of practice; and
	• Advocate for, or assistance providers to, the entire range of community members by helping communities, individuals, and households to receive that protection information and resources
	Central role in the development of Protection plans and in identifying and implementing solutions to Protection challenges
	• As risks transect geographical and jurisdictional boundaries, communities are essential partners for understanding how to manage complex Protection issues across multiple spheres of responsibility
Mitigation	Represent communities and many groups in mitigation policy discussions
	Apply a localized understanding of risks to effective planning
	• Identify strategic mitigation options
	As able, promote and implement mitigation activities without necessarily holding a formal position of authority within a jurisdiction
	May provide training and education to communities, including how-to guides
Response	Possess the knowledge and understanding of the vital roles for delivering important services; some are officially designated as support elements to national response capabilities:
	• The American Red Cross: the American Red Cross is chartered by Congress to provide relief to survivors of disasters and help people prevent, prepare for, and respond to emergencies. Red Cross has a legal status of "a federal instrumentality" and maintains a special relationship with the Federal Government.
	• COAD (Community Organizations Active in Disaster) The goal of the Chelan/Douglas County COAD is to bring together a broad array of community organizations to build working relationships by promoting preparedness, communications and collaboration to support jurisdictions affected by disasters
	• The Chelan County Volunteer Search and Rescue (CCVSAR) is a volunteer public safety organization that responds to support a wide variety of emergencies and disasters.
Recovery	Play a critical role in the implementation of an inclusive, locally led recovery organization and planning process
	Some NGOs play a critical role in meeting disaster-caused unmet needs of disaster survivors
	May provide experience and subject matter expertise greatly assisting with the management of money, manpower, and materials to meet recovery needs and obligations that otherwise are not funded by government programs.

F. Individual Community Members

All Mission Areas	Although not formally part of emergency management operations, individuals, families, and households play an important role in emergency preparedness; each can be better prepared in the immediate aftermath of a disaster if they:
	Build an emergency kit that includes food, water, battery powered communication devices, and other essential needs
	Prepare emergency plans, with family members who have access and functional needs, to addresses evacuation, sheltering-in-place, and sheltering needs; include medical needs; provisions for their animals, including household pets or service and assistance animals; prepare for the essential needs of their children and ensure children know the family emergency plan
	Contribute to the preparedness and resilience of their households and communities by volunteering with emergency organizations and completing emergency response training courses
	Safe, secure, and prepared individuals, families, and households are often less dependent on response services, which, in turn, places fewer responders in hazardous response situations. Those who prepare will reduce their personal stress, be able to reach out to others in need of assistance and be better positioned to actively contribute to post-disaster response and recovery efforts.
Prevention	Identify and report potential terrorism-related activity to law enforcement • Individual vigilance and awareness help communities remain safer and bolster prevention efforts
Protection	Understand the threats and hazards in their locales • Acquire an awareness of potential threats and hazards through sources such as news outlets, local emergency management agencies, public information and warning systems, community education campaigns, and information-sharing mechanisms ○ Take risk-informed protective actions based on this knowledge
Mitigation	Mitigation begins with individual awareness and action; informed decisions facilitate actions that reduce risk and enable individuals, families, and households to better withstand, absorb, or adapt to the impacts of threats and hazards and quickly recover from future incidents. Homeowners who have adequate hazard and flood insurance coverage and take steps to protect their property from hazards common to their area, reduce the impacts of an incident and are less reliant on external assistance to repair or rebuild their homes. Stay aware of and participate in disaster preparedness efforts in their community Become aware of planning efforts regarding floodplain management, building codes, and land use and environmental regulations Take actions and the basic steps to prepare themselves for emergencies • Reduce hazards in and around their homes through efforts such as raising utilities above flood level or securing unanchored objects against the threat of high winds
Response	Prepare to take care of themselves and their neighbors until assistance arrives • Preparedness should account for a minimum of three days (72 hours)

	• Due to the unique catastrophic hazard profile in the State of Washington, EMD recommends striving to prepare for 14 days
	Monitor emergency communications and follow guidance and instructions provided by local authorities

Recovery	After suffering losses, survivors can:
	
	• Maximize any benefits from insurance coverage;
	• Pursue additional funding through any available personal or loan-based resources;
	• Apply for local, regional/metropolitan, state, tribal, territorial, insular area, or Federal program assistance that may be available
	    o After applying, survivors should:
	        ▪ Ensure they follow up on agency requests;
	        ▪ Gain full understanding of program processes; and
	        ▪ Express any unmet needs
	
	Get involved in their community's recovery activities, including providing input in the post-disaster recovery planning process

V. Communications

Leadership, at the incident level and in EOCs, facilitates communication through the development and use of a common communications plan, interoperable communications processes, and systems that include voice and data links. Integrated communications provide and maintain contact among and between incident resources, enable connectivity between various levels of government, achieve situational awareness, and facilitate information sharing. Planning, both in advance of and during an incident, addresses equipment, systems, and protocols necessary to achieve integrated voice and data communications.

The principles of communications and information management, which support incident managers in maintaining a constant flow of information during an incident, are (1) Interoperability; (2) Reliability, Scalability, and Portability; (3) Resilience and Redundancy; and (4) Security. Information and intelligence management includes identifying essential elements of information (EEI) to ensure personnel gather the most accurate and appropriate data, translate it into useful information, and communicate it with appropriate personnel.

A. Interoperable Communications Plans
a. Federal

National Emergency Communications Plan (NECP)

The NECP is the Nation's strategic plan for emergency communications that promotes communication and sharing of information across all levels of government, jurisdictions, disciplines, and organizations for all threats and hazards, as needed and when authorized.

b. State

The Alert and Warning Center (AWC)

The AWC is a function of the State Emergency Operations Center (SEOC) which provides 24-hour, 7 days a week coverage for notifications, alerts, and warnings of emergency events and incidents affecting Washington State. The AWC provides continuous situational monitoring during non-emergency periods as

well as in times of disaster and emergency. Federal, state, local and tribal officials are then responsible for further dissemination or action as needed.

Information Management Systems

Washington State maintains information management systems, such as WebEOC, to manage disasters and emergencies and to support and increase public safety information sharing.
The system is used as a gateway to share information and provide communications among county/city EOCs, the SEOC and state, federal, and local public safety entities. This information sharing allows authorized users to make informed decisions regarding public safety operations during disasters or emergencies and supports statewide collaboration.
State Radio Amateur Civil Emergency Services (RACES) Plan

The purpose of this plan is to provide guidance, establish responsibility, and ensure coordinated operations between State of Washington government officials (state/local) and the RACES organizations during times when there are extraordinary threats to the safety of life and/or property. This plan enables agencies and organizations having emergency responsibilities to include the RACES organizations in local emergency plans and programs.

State Telecommunications Service Priority (TSP) Planning Guidance

The purpose of this planning guide is to describe the State of Washington's policy and procedures for the Telecommunications Service Priority (TSP) system. It summarizes the legal and regulatory basis and procedures for all non-federal government agencies in Washington. It will aid potential users in determining eligibility for TSP and outlines the procedures for submitting TSP applications in Washington.

Statewide Communications Interoperability Plan (SCIP)

The purpose of the Washington SCIP is to: 1) provide the strategic direction and alignment for those responsible for interoperable and emergency communications at the State, regional, local, and tribal levels, and 2), explain to leadership and elected officials the vision for interoperable and emergency communications and demonstrate the need for funding.

Washington Statewide AMBER Alert Plan

A program of voluntary cooperation between broadcasters, cable systems, and local and state law enforcement agencies to enhance the public's ability to assist in recovering abducted children. AMBER Alert notification is supported by the AMBER Alert Web Portal (Portal) and the Emergency Alert System (EAS). The Federal Communications Commission has authorized activation of the EAS for AMBER Alerts using the "child abduction emergency" code.

Appendix: Communicating with Limited English Proficient Populations; Washington State CEMP - ESF 15

This appendix describes how Emergency Support Function 15 External Affairs will communicate state-level vital information to individuals with Limited English Proficiency (LEP) during emergencies and disasters impacting the State of Washington.

c. Regional

The RiverCom 911 Dispatch is the designated Public Safety Answering Point (PSAP) for Chelan and Douglas Counties. It maintains 24-hour emergency alerting and communications capability for receiving, coordinating and disseminating emergency information.

RiverCom may serve as an alternate Emergency Operations Center. RiverCom maintains Chelan and Douglas County's two-way radio equipment with dispatch consoles for Fire, Law and EMS for both counties. RiverComs dispatch center has telephones, EAS (Emergency Alert System), Alertsense Notification System, and NAWAS (National Warning System). RiverCom is backed up by emergency power generation with a 14 day capability. The generators are tested regularly.
RiverCom also maintains many linked repeater sites that have 5 days generator backup by propane.

In the event a situation causes an outage of the RiverCom 911 communications center, backup communications and dispatch has been installed at Wenatchee Valley College, which includes a landline, cell phone cache, and two-way radios systems with generator back up.

B. Community Communications Plans

Chelan County Sheriff's Office
Emergency Operations Center (206A Easy St., Wenatchee, WA)

In a major disaster situation, the Chelan County Emergency Operations Center has a 24-hour emergency alerting and communications capability for contacting response personnel. Communications resources and their backup capabilities include two way public agency radio networks; amateur radio VHF, HF and Winlink (email over radio); Chelan PUD radio; ACCESS (A Central Computerized Enforcement Service System); NAWAS (National Warning Alert System) telephone system; CEMNET (WA Comprehensive Emergency Management Network -radio communications to WA ST EMD); VOIP telephone; cellular phone; satellite telephone; and a cache of GETS cards available in the event of an overload of the telephone system.

CCSO EM also has a cache of two-way handheld radios that are programmed identically to patrol radios; including all county frequencies, state mutual aid, federal mutual aid and neighboring county frequencies.

Base radios at CCSO offices have 100 watt base radios in current use; located at: Chelan, Leavenworth, Cashmere, and Wenatchee CCSO (2).

Chelan County Mobile operations

CCSO EM Mobile Command Trailer-Search and Rescue Trailer: Trailer equipped with (2) 50 watt two-way public agency radios on whip antennas, and a mast antenna; a cache of Family Radio Service radios; along with response gear for Search and Rescue.

CCVSAR Mobile Command Post-(Chelan County Volunteer Search and Rescue MCP): 4 wheel drive F350 capable of going most locations in the county; communications equipment includes multiple 100 watt two-way public agency radios on whip antennas or mast antenna; amateur radio VHF, UHF Digital DMR radio, WiFI, APRS (vehicle tracking and messaging), WinLink (email over radio), Cell phone booster, and 3 computer systems supporting mapping and documentation. Powered by shore power, battery bank or 4KW generator. Includes a cache of GPS, portable radios, and other SAR gear.

ARES/RACES Team: The Chelan-Douglas Amateur Radio Emergency Services/Radio Amateur Civil Emergency Services team currently includes 13 members all fully capable of deploying VHF and HF communications; utilizing portable handhelds, mobile radios and portable base stations. Pre-determined locations include Fire Stations around the county and Red Cross shelters. These members are also able to staff the Central Washington Hospital and Wenatchee Valley Clinic hospital Amateur Radios.

Portable base radios-multiple 50 watt and 100 watt transportable two-way public agency mobile base radios that can be deployed to locations.

Portable repeaters- (1) 5 watt Bendex King portable repeater with solar panels programmed to channel SAR RPT, and (1) 100 watt Codan portable repeater with battery and solar panel programmed to channel TAC CP; deployable to hill/mountain tops to greater area coverage, or where a repeater has been damaged.

C. Access and Functional Needs Communications

The "whole community" includes people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), people with Limited English Proficiency (LEP), and culturally diverse populations.

Executive Order 13407 requires the Federal Emergency Management Agency (FEMA) to "include in the public alert and warning system the capability to alert and warn all Americans, including those with disabilities." During a disaster, communication becomes especially critical.

Chelan and Douglas County public safety organizations have several communication tools that are used to ensure equal access to communication assistance and services. The RiverCom Inter-local Cooperative Agreement with Chelan County, Douglas County, and the Cities of Wenatchee and East Wenatchee provides the legal foundation for emergency dispatch and communication services throughout the counties.

The RiverCom 911 Dispatch Center provides the first line of contact with the public that call for public safety services. RiverCom utilizes a 24/7 on-demand interpreting service (Language Line Solutions) when receiving emergency calls to deal with language access issues.

RiverCom and both counties subscribe to the Alert Sense Notification System that is used to send out emergency alerts and notifications in both English and Spanish. The WEAS messaging platform allows text-like alerts and notifications to be sent to the public via cell phones and other wireless devices. WEAS use a unique signal and vibration to attract attention, which can be helpful to individuals with hearing or vision loss.

Since redundancy is essential in sending out rapid and effective life safety notifications, the websites and social media pages of multiple public safety agencies will be actively operational with current information on an incident. Door-to-door notifications are also an important redundancy that can target AFN and LEP populations.

Another important tool is the Chelan/Douglas regional Vulnerable Person's Registry database that is accessed by the Chelan County Sheriff's office through RiverCom Dispatch to provide Law Enforcement with quick access to critical information so deputies can respond to a specific residence and provide effective assistance to a registrant. The database information provides deputies and emergency managers with important information to provide on-site communications and determine the resources needed to provide for the special needs of children; individuals with disabilities, access, and functional needs; and household pets and service animals throughout the life of an incident.

Public safety information and outreach through website, social media and community event efforts of Chelan County Emergency Management and collaborative efforts with many other local public safety agencies provide continuous promotion of the registry programs of the Alert Sense Notification System and the Vulnerable Persons Registry

D. Limited-English Proficiency (LEP) Communications Plan

WA State RCW 38.52.070 (2017) was revised to address the obligation of emergency management agencies to develop communication plans that provide emergency notifications of vital information and services to Limited English Proficiency (LEP) populations during emergencies and disasters.

The Chelan County LEP Plan has identified Hispanic or Latino as a significant population segment for Chelan County (27.7%, 2015 Census Data). According to the WA State OFM, Spanish is the primary language of 38.11% of all students in the county. The fruit agriculture industry in Chelan County also has a seasonal influx of Spanish speaking employees that is estimated at 75-85% in fruit packing warehouses and 90-95% in migrant worker camps and housing.

Chelan County Emergency Management uses multiple methods of conducting alerting and notifications in both English and Spanish. The "Alert Sense Notification System" is a web-based mass notification system used to supply emergency alerts, notifications, and other critical information to government agencies and the general public in times of disasters and emergencies. It has a wireless emergency alerting (WEAS) capability based on the national integrated public alert and warning system (IPAWS). The Alert Sense Notification System is usually activated by the RiverCom 911 Dispatch Center, but can also be activated by Chelan County Emergency Management.

Emergency alerts and notifications can also be made through the reverse 911 system or the Emergency Alert System (EAS). Door-to-door notifications are used during level 2 and level 3 evacuations, whenever possible, and to provide assistance for special needs populations. Chelan County also uses social media platforms (Facebook and Twitter) to post alerts, notifications and updates to active emergencies.

Several technological challenges repeatedly limit the effectiveness of public alerts and notifications in Chelan County:
- The success of WEAS or IPAWS messaging is often based on the number of cellular towers communicating with each other in a specific area. In rural locations where only one or two cellular towers reach into the affected location, the messaging can bleed over to unaffected areas or may not reach affected residents.
- WEAS messaging is currently limited in the characters per message, which also limits the clarity and effectiveness of the information being sent.
- Presently, phone carriers are not required to send out notifications in secondary language. (Need Federal mandate)
- Alert Sense has not activated their second language (Spanish) capabilities and previously promised.
- State does not have 24 hr. interpretation available through State EMD.
- Locally, there are delays in getting a certified translator, so the first translation is through google translate.
- Local Spanish radio stations are not staffed 24 hours a day so cannot always be used to get notifications and messages sent

VI.   Administration

The Governor, Washington Military Department, Emergency Management Division (EMD), and other governmental officials require information concerning the nature, magnitude, and impact of a disaster or emergency. This information allows for evaluating and providing the most efficient and appropriate distribution of resources and services during the response to and recovery from a disaster or emergency.

State agencies, local jurisdictions, and other organizations provide these reports including, but are not limited to:
1. Situation Reports;
2. Requests for Proclamations of Emergency;
3. Requests for Assistance;
4. Costs/Expenditures Reports;
5. Damage Assessment Reports; and/or
6. After Action Reports.

A. Documentation

Records will be kept in such a manner to separately identify incident related expenditures and obligations from general programs and activities of local jurisdictions or organizations. Complete and accurate records are necessary to document requests for assistance, for reimbursement under approved applications pertaining to declared emergencies or major disasters, and for audit reports. Records are necessary:
1. To document requests for assistance.
2. For reimbursement under approved applications pertaining to declared emergencies or major disasters.
3. For audit reports. Records need to include:
   a. Work that is performed by force account. (Local Agency)
      - Appropriate extracts from payrolls, with any cross-reference needed to locate original documents.
      - A schedule of equipment used on the job.
      - Invoices, warrants, and checks issued and paid for materials and supplies used on the job.

   b. There are two types of contract work:
      - Time and material contracts. This type needs a schedule of equipment, labor rates, and material prices.
      - Small works or advertised contracts. This type requires plan specification, engineer estimate, bid tabulations, possibly proof of advertisement, concurrence from FEMA in award, certified payrolls, and ledger of payments to contractor.

B. Retention

Jurisdictions and organizations with emergency management responsibilities are required to establish, maintain, and protect vital records under a record retention program as defined in RCW 40.10.010. Records include, but are not limited to, files of directives and forms.

C. Preservation

Local government offices may coordinate the protection of their essential records with the state archivist as necessary to provide continuity of government under emergency conditions pursuant to RCW 40.10.010.

VII.   Finance

Local jurisdictions requesting assistance should assume the resources requested will need to be paid out of local funding.   Local jurisdictions may incur disaster-related obligations and expenditures in accordance

with the provisions of RCW 38.52.070(2), applicable state statutes and local codes, charters, and ordinances, which may include but are not limited to the following:

1. Emergency expenditures for cities with populations less than 300,000. RCW 35.33.081.
2. Emergency expenditures for towns and cities with an ordinance providing for a biennial budget. RCW 35.33.081.
3. Emergency expenditures for code cities. RCW 35A.33.080 and RCW 35A.34.140.
4. Emergency expenditures for counties. RCW 36.40.180.

The Federal Emergency Management Agency (FEMA) requires that state and local governments receiving federal financial assistance under the Stafford Act comply with FEMA's rules prohibiting discrimination, as provided in 44 Code of Federal Regulation (CFR) § 206.11. As a result of this federal requirement, state, and local governments seeking to receive federal disaster assistance will follow a program of non-discrimination and incorporates FEMA's Whole Community approach (discussed in the Concept of Operations section). This requirement encompasses all state and local jurisdiction actions to the Federal/State Agreement.

All personnel carrying out federal major disaster or emergency assistance functions, including the distribution of supplies, the processing of applications, and other relief and assistance activities, shall perform their work in an equitable and impartial manner, without discrimination on the grounds of race, religion, sex, color, age, economic status, physical and sensory limitations, Limited English Proficiency (LEP), or national origin.

As a condition of participation in the distribution of assistance or supplies under the Stafford Act, government bodies and other organizations shall provide a written assurance of their intent to comply with regulations relating to nondiscrimination promulgated by the President or the administrator of the Federal Emergency Management Agency (FEMA), and shall comply with such other regulations applicable to activities within an area affected by a major disaster or emergency as the administration of FEMA deems necessary for the effective coordination of relief efforts.

The Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The PETS Act is operational when a federal disaster declaration is made and can provide reimbursement for allowable, documented services used in the declared emergency. Eligible costs related to pet evacuations and sheltering is in FEMA's Public Assistance Program and Policy Guide (PAPPG).

A. Incurred Costs Tracking

Each community organization, agency, or department is responsible for establishing effective administrative funding controls, segregation of duties for proper internal controls, and accountability to ensure that costs incurred are consistent with the missions identified in this plan. Extreme care and attention to detail must be taken throughout the emergency response period to maintain logs, formal records, and file copies of all expenditures, including personnel time sheets, in order to provide clear and reasonable accountability and justification for future reimbursement requests.

B. Cost Recovery

Detailed financial records should be kept for every emergency or disaster. Having detailed and complete financial records are requirements for receiving federal reimbursement under the Stafford Act for Presidentially declared disasters and emergencies. Documentation should include personnel hours (including volunteers), equipment costs, expenditures/procurements, costs incurred by the county/city etc. Financial records are essential to a successful recovery effort.

Note: Reimbursement of costs is not guaranteed and if provided will likely not cover all costs incurred.

Disaster-related expenditures and obligations of state agencies, local jurisdictions, and other organizations may be reimbursed under a number of federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.

Audits of state and local jurisdiction emergency expenditures will be conducted in the course of normal audits of state and local governments. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

Immediate reports of damage losses, and requests for assistance, must to be sent, or called in, to Emergency Management (EM) or the Emergency Operations Center (EOC) in order for the County Commissioners to have a basis for proclaiming an emergency. The county needs to forward damage reports to the SEOC in order for the Governor to have a basis for proclaiming a state of emergency. The state needs to proclaim an emergency before requests for federal assistance and a Presidential Declaration can be made. In other words, requests for assistance must start at the lowest level and work their way up. If there is a delay in requesting assistance there could also be a delay in receiving any outside assistance that might be available.

Several county departments can provide support and assistance for disaster related cost recovery:

Auditor
1. Support county emergency resource program.
2. Emergency fiscal procedures.

Treasurer
1. Emergency fiscal procedures support.

Assessor
1. Damage assessment support.
2. Recovery assistance.

C. Federal Assistance Programs

Public Assistance (PA) Program

FEMA's Public Assistance (PA) grant program provides federal assistance to government organizations and certain private nonprofit (PNP) organizations following a Presidential disaster declaration. PA provides grants to state, tribal, territorial, and local governments, and certain types of PNP organizations so that communities can quickly respond to and recover from major disasters or emergencies. Through the program, FEMA provides supplemental federal disaster grant assistance for debris removal, life-saving emergency protective measures, and the repair, replacement, or restoration of disaster-damaged publicly-owned facilities, and the facilities of certain PNP organizations. The PA program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process. The federal share of assistance is not less than 75 percent of the eligible cost. The Recipient (usually the state) determines how the non-federal share (up to 25 percent) is split with the sub-recipients (eligible applicants).

Individual Assistance (IA) Program

FEMA provides assistance to individuals and households through the Individual Assistance Program, which includes all of the following:
- Mass Care and Emergency Assistance (MC/EA);
- Crisis Counseling Assistance and Training Program (CCP);
- Disaster Unemployment Assistance (DUA);
- Disaster Legal Services (DLS);
- Disaster Case Management (DCM); and
- Individuals and Households Program (IHP) – Housing Assistance (HA) and Other Needs Assistance (ONA).

D. State Assistance Programs

Public Assistance (PA) Program

The Public Assistance (PA) State Administrative Plan (SAP) provides procedures used by the Military Department, Emergency Management Division staff (as Grantee) to administer the Public Assistance Program. Audits of state and local jurisdiction emergency expenditures will be conducted in the normal course of state and local government audits. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

Individual Assistance, SBA, other Human Services Programs

Individuals, households, and small businesses may also be eligible for federal help following a disaster. The Washington Emergency Management Division Human Services Program works with Federal, State, and Local partners to support disaster preparedness and recovery for Washington's individuals, households, and businesses. The Emergency Management Division Individuals and Households Program and FEMA jointly administer programs so individuals and households may begin to apply for assistance immediately. The Individual Assistance (IA) State Assistance Program (SAP) is used by WEMD staff (as Grantee) to administer (set the organization, staffing, and procedures) the Individual Assistance Program and the Other Needs Assistance, in Washington State after a major disaster declaration by the President. Programs include:

- **Housing Assistance**: Eligible individuals may receive financial assistance to rent alternate housing, pay for short-term transient accommodations, repair owner occupied private residences and to replace owner-occupied private residences. FEMA may provide direct housing assistance in the form of temporary housing units that FEMA purchases or leases for disaster victims. The following are the general types of housing assistance:
- Temporary / Rental Housing — Financial Assistance (Limited to 18 months our up to the maximum award, whichever comes first)
    - Homeowners or renters may qualify.
    - Provides alternate short-term living arrangements if the primary residence is uninhabitable; and insurance does not cover.
    - Applicants are certified for an initial time period and then must present justification to FEMA for additional periods.
- Repair / Replacement / Construction — Financial Assistance (Limited to the maximum award)
    - Purpose is to return an unlivable primary residence to a state of repair that will allow it to be safely occupied.
    - Homeowners may have more expansive rebuilding goals that are beyond what a repair grant will cover.

- o Financial assistance for repair expenses beyond what home repair grants will cover may come from the SBA.
- o Construction is limited and typically intended for insular or remote areas.
- FEMA Housing Units -- Direct Assistance (Limited to 18 months our up to the maximum award, whichever comes first)
    - o When there's not enough rental properties available, FEMA may provide a mobile / modular housing unit.
    - o Although housing units are usually for homeowners, renters may also receive units.
    - o Housing units may be placed on a homeowner's land, provided certain conditions are met.
    - o Intended to be temporary and sold via online public auctions conducted by the General Services Administration.

- The Small Business Administration (SBA) Disaster Loan Program: SBA disaster loans are available even without a Presidential Disaster Declaration and are a great tool to provide low-interest loans to individuals, families, businesses and organizations that suffer physical or economic loss due to a disaster or other disruption. Additionally, the Small Business Administration makes it low interest loan programs available to qualifying businesses and private non-profit organizations that have suffered damages.The SBA works with lenders to provide loans to small businesses. The agency doesn't lend money directly to small business owners. Instead, it sets guidelines for loans made by its partnering lenders, community development organizations, and micro-lending institutions. The SBA reduces risk for lenders and makes it easier for them to access capital. That makes it easier for small businesses to get loans.

- Limited English Proficiency Program: The LEP program supports language accessibility for individuals, families and businesses by working with state and local governments and community organizations to promote preparedness activities in communities around the state.

- Disaster Resilience, Recovery and Restoration: Disaster Recovery includes both pre-disaster recovery planning and post-disaster recovery to re-envision and restore a community. Technical assistance and information is available for local governments, special districts, and organizations.

Grants and other resources for individuals, organizations, local jurisdictions
The Washington Emergency Management Division has compiled a selection of grants, loans, in-kind programs and other services that can assist recovery efforts.

E. Local Assistance

Immediate Assistance - The American Red Cross, Salvation Army and other voluntary organizations can and will provide immediate aid in the way of mass care (sheltering and feeding), medical assistance, animal control and sheltering, child care, clothing, clean-up help, transportation help and some personal property assistance.

Insurance – Self-insured with homeowner's insurance and/or participation in the National Flood Insurance Program (NFIP) can recover much of the expenses needed to repair or rebuild.

VIII. Logistics and Resource Management

NIMS resource management guidance enables many organizational elements to collaborate and coordinate to systematically manage resources—personnel, teams, facilities, equipment, and supplies.

Most jurisdictions or organizations do not own and maintain all the resources necessary to address all potential threats and hazards. Therefore, effective resource management includes leveraging each jurisdiction's resources, engaging private sector resources, involving volunteer organizations, and encouraging further development of mutual aid agreements.

A. Resource Typing

Resource typing is defining and categorizing incident resources by capability. Resource typing definitions establish a common language for discussing resources by defining minimum capabilities for personnel, teams, facilities, equipment, and supplies. Resource typing enables communities to plan for, request, and have confidence that the resources they receive have the capabilities they requested. FEMA leads the development and maintenance of resource typing definitions for resources shared on a local, interstate, regional, or national scale. Jurisdictions can use these definitions to categorize local assets.

B. Emergency Worker Program/Liability Protection

RCW 38.52 authorizes the use of emergency workers as outlined in state law. "Emergency Worker" is defined in RCW 38.52.010(7), while provisions addressing the registration, use, classification and coverage of emergency workers are addressed by RCW 38.52.180, RCW 38.52.310 and WAC 118.04.

The WA State EOC (SEOC) will assign an Incident Number to a local jurisdiction any time they declare a disaster. If the state declares a state of emergency, or a disaster, then all counties that are impacted may be included under the same number. This number will be used through the response and recovery phases of the incident. When an Incident Number has been obtained there is some coverage for injuries and loss of equipment of registered "Emergency Workers".

Equipment and vehicles should only be used by trained, qualified personnel. Personal property not relevant to the mission will not be considered for compensation coverage.

C. Procurement Methodology

The Washington Intrastate Mutual Aid System (WAMAS) established in RCW 38.56, provides for mutual assistance among member jurisdictions, to include every county, city and town of the state. Members of WAMAS are not precluded from entering into or participating in other mutual aid agreements that are authorized by law. WAMAS does not replace current mutual aid agreements; it is a mutual aid tool to use when other agreements do not exist.

The Emergency Management Assistance Compact (EMAC) is a national governor's interstate mutual aid compact that facilitates the sharing of resources, personnel and equipment across state lines during times of disaster and emergency. EMAC is formalized into law (RCW 38.10.010) and requires a Governor's Proclamation before use. It is coordinated through the Washington Emergency Management Division.

Out-of-state mutual aid resources can also be requested through the Pacific Northwest Emergency Management Arrangement (PNEMA), established in Public Law 105-381. It is also coordinated through Washington Emergency Management Division.

The Washington State Fire Services Resource Mobilization Plan provides a mechanism for fire service resources to respond to fires, disasters, or other events. In 2015, after the devastation caused by the SR 530 Landslide in Oso, Washington, the Washington State Legislature amended RCW 43.43 to include All-Risk incidents. This amendment allows for reimbursement for responding resources to an authorized All-Risk mobilization event.

There are many types and kinds of specialized resources that may be needed for both emergencies and disasters (e.g. search and rescue air support, underground/mine rescue, urban search and rescue (USAR), specialized health professionals, disaster housing inspectors, mobile telecommunications equipment, HAZMAT teams, etc.). Some of these resources can be identified through mutual aid or secured through the Washington Emergency Management Division. Other resources may require a declaration process.

Resources should deploy only when appropriate authorities request and dispatch them through established resource management systems. Resources that authorities do not request should refrain from spontaneous deployment to avoid overburdening the recipient and compounding accountability challenges.

D. Resource Tracking

Resource requests are tracked throughout their entire life cycle, from the time submitted, until filled (if consumable) or until the resource is demobilized and returned (if non-consumable). Supply chain elements, such as state and local staging areas, reception and integration centers, movement coordination centers, and movement control points activate as appropriate to the situation. State and local staging areas serve as temporary storage areas for the movement of resources to affected areas. Reception and integration centers provide reception, integration, onward movement, and accountability for out-of-state resources.
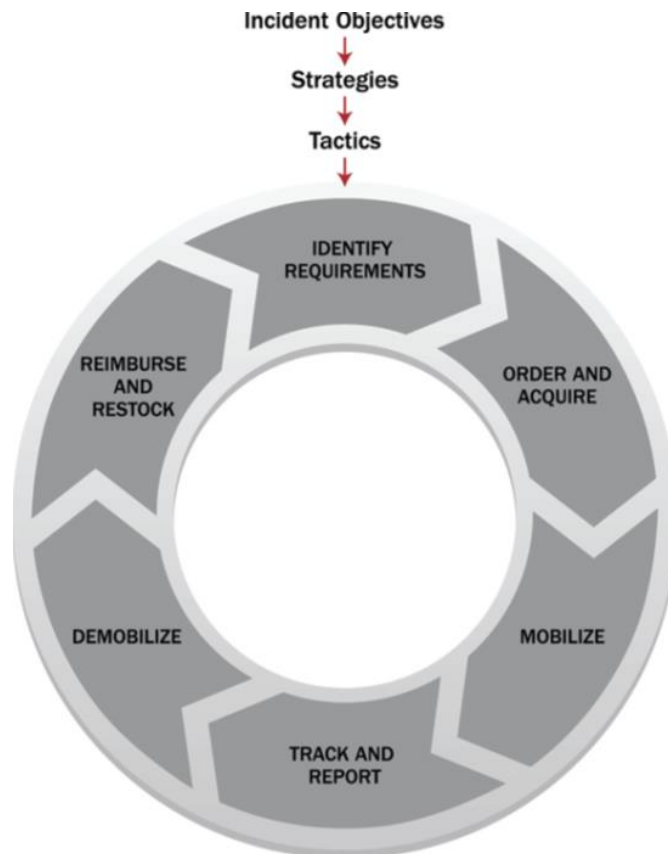
Resource Tracking Life Cycle

E. Demobilization

The response is rapidly transitioning from the emergency response phase to a planned recovery effort. The demobilization of incident resources must be conducted in an efficient and safe manner and shall not

interfere with ongoing incident operations. Demobilization ensures that resources checking out of the incident have completed all appropriate incident business and provides the Planning Section information on resources released from the incident.

F. Resource Gaps

Comprehensive and integrated planning can help other levels of government plan their response to an incident within a jurisdiction. By knowing the extent of the jurisdiction's capability, supporting planners can pre-identify shortfalls and develop pre-scripted resource requests.

In a major event the resources within the county will be overwhelmed and outside assistance will need to be requested. Such requests will be made through the County EOC to the SEOC (WA State Emergency Operations Center).

IX.   Development and Maintenance

This Comprehensive Emergency Management Plan is required by law and is the basis for an integrated system of emergency management in Chelan County, in accordance with the requirements of RCW 38.52 and WAC 118. This plan is the documentation of the planning process and as such needs to be a product of that process, and it is essential this be accomplished with the input and cooperation of all participants.

A. The Planning Process

Planning is a continuous process that does not stop when the plan is published. The planning team develops a rough draft of the basic plan or annexes. As the planning team works through successive drafts, they add necessary tables, charts, and other graphics. The team prepares a final draft and circulates it for comment to organizations that have responsibilities for implementing the plan. The written plan should be checked for its conformity to applicable regulatory requirements and the standards of Federal or state agencies and for its usefulness in practice. Once validated, the planning team presents the plan to the appropriate officials for signature and promulgation. The promulgation process should be based on specific statute, law, or ordinance. Once approved, the planner should arrange to distribute the plan to stakeholders who have roles in implementing the plan.

B. The Review Process

Commonly used criteria can help decision makers determine the effectiveness and efficiency of plans. These measures include adequacy, feasibility, and acceptability. Decision makers directly involved in planning can employ these criteria, along with their understanding of plan requirements, not only to determine a plan's effectiveness and efficiency but also to assess risks and define costs

1. Adequacy – a plan is adequate if the scope and concept of planned operations identify and address critical tasks effectively; the plan can accomplish the assigned mission while complying with guidance; and the plan's assumptions are valid, reasonable, and comply with guidance.
2. Feasibility – a plan is feasible if the organization can accomplish the assigned mission and critical tasks by using available resources within the time contemplated by the plan. The organization allocates available resources to tasks and tracks the resources by status (e.g., assigned, out of service). Available resources include internal assets and those available through mutual aid or through existing state, regional, or Federal assistance agreements.
3. Acceptability – a plan is acceptable if it meets the requirements driven by a threat or incident, meets decision maker and public cost and time limitations, and is consistent with the law. The plan can be justified in terms of the cost of resources and if its scale is proportional to mission requirements. Planners use both acceptability and feasibility tests to ensure that the mission can be accomplished with available resources, without incurring excessive risk regarding

personnel, equipment, material, or time. They also verify that risk management procedures have identified, assessed, and applied control measures to mitigate operational risk (i.e., the risk associated with achieving operational objectives).

4. Completeness – a plan is complete if it:
   a. Incorporates all tasks to be accomplished;
   b. Includes all required capabilities;
   c. Integrates the needs of the general population, children of all ages, individuals with disabilities and others with access and functional needs, immigrants, individuals with limited English proficiency, and diverse racial and ethnic populations;
   d. Provides a complete picture of the sequence and scope of the planned response operation;
   e. Makes time estimates for achieving objectives; and
   f. Identifies success criteria and a desired end-state.
5. Compliance – the plan should comply with guidance and doctrine to the maximum extent possible, because these provide a baseline that facilitates both planning and execution.

C. The Revision Process

Plans should evolve as lessons are learned, new information and insights are obtained, and priorities are updated. Evaluating the effectiveness of plans involves a combination of training events, exercises, and real-world incidents to determine whether the goals, objectives, decisions, actions, and timing outlined in the plan led to a successful response. The normal review period will be every five years. It is the intent to conduct a formal review of 25 percent of the plan each year and publish the appropriate changes annually. It is also the intent to review and update supporting documents and attachments to the Plan if they contain personnel phone numbers and other like information, on an annual basis. It is the responsibility of the EM Assistant Director to schedule and coordinate the reviews and to publish any changes that may be necessary. The Plan and procedures will also be reviewed after any Emergency Management exercises and actual occurrences that implement portions of the plan. Changes resulting from exercise or actual occurrences should be accomplished at the earliest opportunity.

Proposed changes to this plan will be accepted at any time, especially after a major emergency, disaster, exercise or anytime a key element changes. Local agency and organization actions support the overall emergency management function in the County. The operating procedures of those agencies and organizations, when coordinated and integrated into the CEMP form the backbone of the operational concept of the Emergency Management Organization.

As revisions, updates, and changes are adopted, Chelan County Emergency Management will make the necessary changes in the Plan. Changes may be administrative (small edits that do not impact the Emergency Management Program processes and/or roles and responsibilities) or substantive (larger modifications to processes and/or roles and responsibilities in nature.

Administrative changes do not require signature and promulgation from the County Commissioners, but may be approved by the Emergency Manager. All substantive changes within the five year review period will require the Commissioners signature and promulgation and will be briefed to the elected officials, department, agencies, and organizations impacted by the revision.

Plan changes will be published either using an entire new publication, by subsection, or by publishing only those pages that have changes. The changes are to be recorded on the record of changes form. Emergency Management will maintain the record of changes for the Plan.
Changes to the department/agency annexes and supporting appendixes will be coordinated with the agencies and organizations impacted by the particular annex or supporting appendix.

The CEMP and accompanying annexes and appendixes will be made publicly available via the Chelan County website: https://www.co.chelan.wa.us

It is located in the Chelan County Sheriff's Office, Emergency Management Unit - EZ View page:
https://www.ezview.wa.gov/site/alias__1974/overview/37272/overview.aspx

D. The Maintenance Schedule and Revision Process
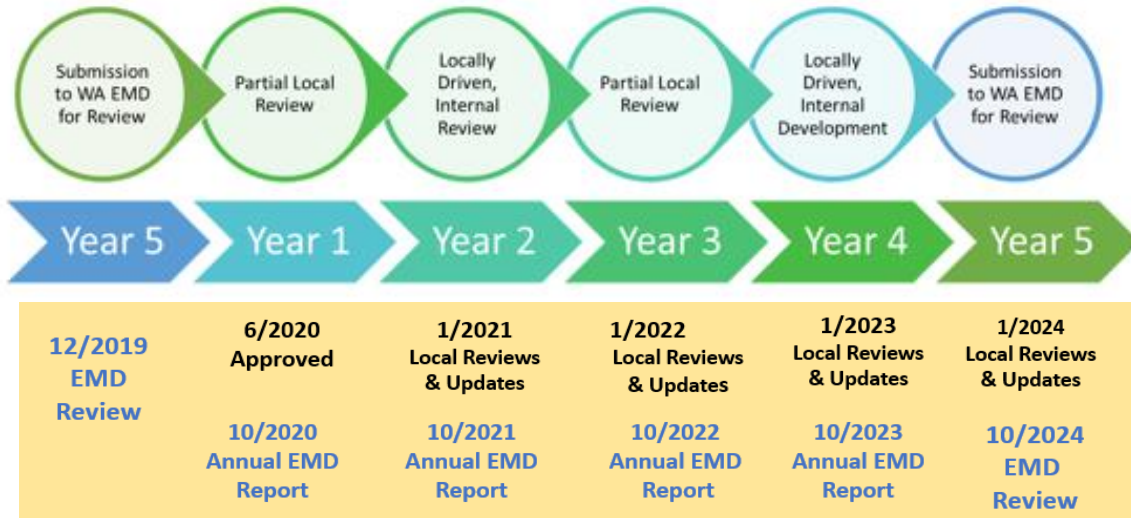
E. HSEEP Training & Exercise Program

Through the implementation of the Homeland Security Exercise and Evaluation Program (HSEEP), agencies and organizations will use training and exercises to improve current and required core capability levels, identify gaps, and overcome shortfalls. The Homeland Security Region 7 capability assessment gap analysis and priority capabilities will also be used to plan regional training and exercise activities.
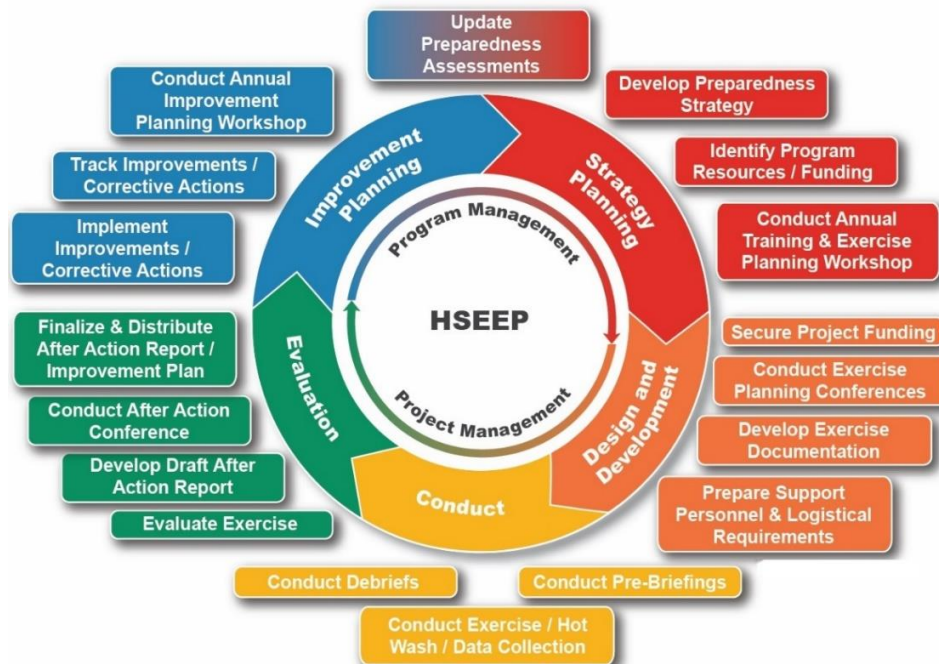
a. Local Training Programs

It is the responsibility of the departments and agencies within the Chelan County CEMP to certify that their department/agency and emergency response personnel are appropriately trained to the proper level of

response and the NIMS training requirements in accordance with their incident management responsibilities, and that the required level of training is consistent with the organization's plan and policies.

b. Training Records

Each department and agency within the CEMP is responsible to maintain their own individual training records.

c. Exercise Program Principles

Applying the following principles to both the management of an exercise program and the execution of individual exercises is critical to the effective examination of capabilities:

1. Guided by Elected and Appointed Officials – provide the overarching guidance and direction for the exercise and evaluation program as well as specific intent for individual exercises.
2. Capability-based, Objective Driven – through HSEEP, organizations can use exercises to examine current and required core capability levels and identify gaps; exercises focus on assessing performance against capability-based objectives.
3. Progressive Planning Approach – a progressive approach includes the use of various exercises aligned to a common set of exercise program priorities and objectives with an increasing level of complexity over time.
4. Whole Community Integration – encourage exercise planners to engage the whole community throughout exercise program management, design and development, conduct, evaluation, and improvement planning.
5. Informed by Risk – identifying and assessing risks and associated impacts helps organizations identify priorities, objectives, and core capabilities to be evaluated through exercises.
6. Common Methodology – enables organizations of divergent sizes, geographies, and capabilities to have a shared understanding of exercise program management, design and development, conduct, evaluation, and improvement planning; and fosters exercise-related interoperability and collaboration.

The local CEMP exercise program is coordinated by Chelan County Emergency Management (CCEM) to exercise the plan and the core capabilities of the county, its contract cities, and other public safety partners, agencies and organizations throughout the county. Annual exercises are used to improve the operational coordination, operational communications, and the emergency preparedness of response agencies and the community. The exercises may be discussion-based (seminars, workshops, tabletops and games) or operation-based (drills, functional, and full-scale) in order to test the full spectrum of preparedness.

d. After-Action Process

Chelan County Emergency management will use current Homeland Security Exercise and Evaluation Program (HSEEP) methodology to conduct and evaluate exercises and real-world events, including the After-Action Report and Improvement Plan process. An after-action report (AAR) summarizes key exercise-related evaluation information, including the exercise overview and analysis of the performance related to each exercise objectives and the core capabilities. They are used to highlight strengths, as well as areas for improvement, so that corrective actions can be implemented to resolve capability gaps and shortcomings identified in exercises or real-world events. CCEM also conducts after action reports on local emergencies and exercises to evaluate the effectiveness of the communication of life safety information and to identify technological challenges and recommendations for corrective actions for improving the whole community communication of the county per RCW 38.52.070(4).

X. AGENGY / DEPARTMENT ANNEXES

A. Chelan County Coroner Annex
B. Chelan County Emergency Management Annex
C. Chelan / Douglas Counties Emergency Medical Services Annex
D. Chelan County Facilities Maintenance Annex
E. Chelan County Fire Districts / Departments Annex
F. Chelan County Hospitals Annex
G. Chelan County Information Technology Annex
H. Chelan County Sheriff's Office Annex
I. Chelan / Douglas Health District Annex
J. Chelan County Public Utility District Annex
K. Chelan County Public Works Annex
L. RiverCom 911 Dispatch Center Annex
M. Terrorism Annex

XI. CONTRACT CITIES APPENDICES

1. City of Cashmere Public Works Appendix
2. City of Chelan Public Works Appendix
3. City of Entiat Public Works Appendix
4. City of Leavenworth Public Works Appendix
5. City of Wenatchee Police Department Appendix
6. City of Wenatchee Public Works Appendix

City of Cashmere Public Works - Appendix

Purpose

1. To ensure effective utilization and coordination of all available public works resources during an emergency or disaster
2. To provide public works and engineering support to assist the city in meeting needs related to response and recovery.
3. To provide demolition of unsafe structures, debris and wreckage clearance, protection and temporary repair of essential facilities and utilities, emergency traffic safety signs, the inspection of bridges and roads for damage or safety problems, and taking actions to keep critical streets and roads open.

Core Capabilities

The Cashmere Public Works Department is one of the **primary agencies**, having significant authorities, roles, resources to provide the following core capabilities in response to emergency and disaster incidents.

Primary Core Capabilities	
Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
Critical Transportation	Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas.

The Cashmere Public Works Department is also a **support agency**, having specific capabilities or resources that support primary agencies in executing the following core capabilities.

Support Core Capabilities	
Public Information and Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate.
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.
Environmental Response/Health & Safety	Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

Authorities and Policies

Cashmere Public Works department will follow RCW 35 and applicable local ordinances. Cashmere Public Works provides services based on the Municipal Code.

The Mayor of Cashmere has the authority to declare an emergency (RCW 35.33.081). Transportation resources, engineering services and support and the movement of passengers or cargo will follow all applicable Laws of the State of Washington and local ordinances.

RCW 38.52.195 provides emergency workers exemption from liability while providing construction, equipment or work.

City of Cashmere Public Works - Appendix

Situation Overview

During an emergency or disaster, a variety of hazards and disruptions to services could occur. Streets, roads, and bridges could be damaged or destroyed, covered with water, mud or deep snow, or blocked by debris. Signs may be destroyed or not be visible due to the event. Water systems and/or wastewater facilities may be damaged or threatened, storm drains may be damaged or plugged, and many structures may be damaged. Public Works facilities or equipment may be damaged or inaccessible, and some employees may not be able to report for work. Normal communication systems may be damaged or overloaded. There will be a significant need for damage assessment information. Damaged structures may pose a grave safety risk to emergency workers and the public. There could be scattered or large areas affected by power outages, loss of water, or loss of sewage collection and treatment facilities. A limited number of resources will be available at the onset of an emergency or disaster. Local resources will be utilized first but the need for public works and engineering services may exceed resources within the county. If additional resources are needed they will be requested through the State of Washington Military Department, Emergency Management Division or coordinated as part of a Mutual Aid Agreement.

The Chelan County Natural Hazard Mitigation Plan (2019), volume 2, illustrates the natural hazards of the city. The hazard ranking involves an assessment of the likelihood of occurrence for each hazard, along with its potential impacts on people, property, and the economy.

Table 2-10. Hazard Risk Ranking			
Rank	Hazard Type	Risk Rating Score (Probability x Impact)	Category
1	Wildfire	54	High
2	Severe Weather	45	High
3	Earthquake	36	High
4	Landslide	18	Medium
5	Flooding	18	Medium

Due to the unique geography of the Cashmere area, transportation routes and the ability to move the population could be affected by the following hazards disrupting the ability to use roads:

1. Wildfire
2. Severe weather
3. Earthquake
4. Hazardous Materials incident
5. Terrorism Event

These, and other hazards can interrupt transportation by damaging the road system, the facilities that house needed equipment could be damaged. The personnel used to provide transportation services may be unavailable due to the hazard, which would also affect the City's transportation abilities. Responders may need transportation to or from a base or staging area. Transportation of cargo may be needed.

Concept of Operations

In the event of a major emergency or disaster, Cashmere Public Works will activate public works services, and mobilize all necessary equipment and personnel. Activities that Public Works may provide during an emergency or disaster situation are:
1. Damage assessments of critical facilities, utilities and roadways
2. Debris clearance from roadway / right-of-ways.
3. Restoration of essential facilities / utilities / roadways.
4. Heavy equipment resources.
5. Evacuation route identification/coordination support.
6. Transportation resource coordination.

7. Provide signage equipment/road blocks and other resources as needed (i.e. sand, etc.)
8. Contracting of engineering services.

The City of Cashmere has contracted with Chelan County for emergency management services. Cashmere Public Works will provide a representative to the Chelan County EOC, or will maintain direct contact with the EOC. Prioritization, coordination, and support of response and recovery efforts will take place at the EOC. CCEM may provide a Transportation Coordinator to help coordinate transportation activities, such as an evacuation of a large number of people from or within the City. They may also coordinate cargo transportation. The priority of transportation resources will be assigned based on protection of:

1. Life and Safety
2. Property
3. The Environment
4. Economic Vitality

If needs exceed local resources the Chelan County EOC can contact the State of WA Emergency Management Office/EOC for assistance. The federal government may render assistance if needs exceed the capabilities of the county and state, provided the event has received a presidential declaration of disaster.

Some functions of Chelan Works may include, but are not limited to, the following:

- Delivering Actionable Guidance
- Allocating and Mobilizing Resources
- Determining Priorities, Objectives, and Strategies
- Ensuring Information Flow
- Establishing Lines of Communication
- Water Treatment and Provision
- Sanitation
- Flood Control
- Government Facilities
- Infrastructure Site Assessments
- Public Recreation Facilities

- Transportation Infrastructure
- Evacuation
- Debris Removal
- Establishing Access
- Delivery of Response Assets
- Transportation Safety and Condition Assessments
- Health and Safety Monitoring and Assessment
- Responder Safety
- Analyzing Information
- Assessing Hazard Impacts

Whole Community Involvement

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations.

Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services.

The Cashmere Public Works Department will address how LEP and AFN will be integrated into all phases of emergency management as applicable to its respective responsibilities. The Department is service oriented,

providing equal access to communication assistance and services, and encourages community-based partnerships to address safety issues and public outreach.

Public Works Core Capabilities and Critical Tasks

Each of the Core Capabilities identified for the Cashmere Public Works Department has one or more critical tasks that are listed in the following table. These critical tasks are defined and pre-assigned to each Core Capability based on Federal guidance documents.

Mission Area	Critical Task I.D.	Critical Task
Infrastructure Systems		
Response	1	Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life-sustainment and congregate care services.
Response	2	Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery.
Response	3	Provide for the clearance, removal, and disposal of debris.

Mission Area	Critical Task I.D.	Critical Task
Critical Transportation		
Response	1	Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors.
Response	3	Clear debris from any route type (i.e., road, rail, airfield, port facility, waterway) to facilitate response operations.

Mission Area	Critical Task I.D.	Critical Task
Public Information and Warning		
Response	2	Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery.

Mission Area	Critical Task I.D.	Critical Task
Operational Coordination		
Response	2	Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery.

City of Cashmere Public Works - Appendix

Mission Area	Critical Task I.D.	Critical Task
Environmental Response/Health & Safety		
Response	1	Identify, assess, and mitigate worker health and safety hazards, and disseminate health and safety guidance and resources to response and recovery workers.
Response	2	Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions.
Response	4	Identify, evaluate, and implement measures to prevent and minimize impacts to the environment, natural and cultural resources, and historic properties from all-hazard emergencies and response operations.

Mission Area	Critical Task I.D.	Critical Task
Situational Assessment		
Response	1	Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
Response	2	Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.

Organization

Cashmere Public Works is responsible for the City of Cashmere jurisdiction and will provide public works and engineering assistance, as resources permit, to meet the needs of City regarding emergencies or disasters.

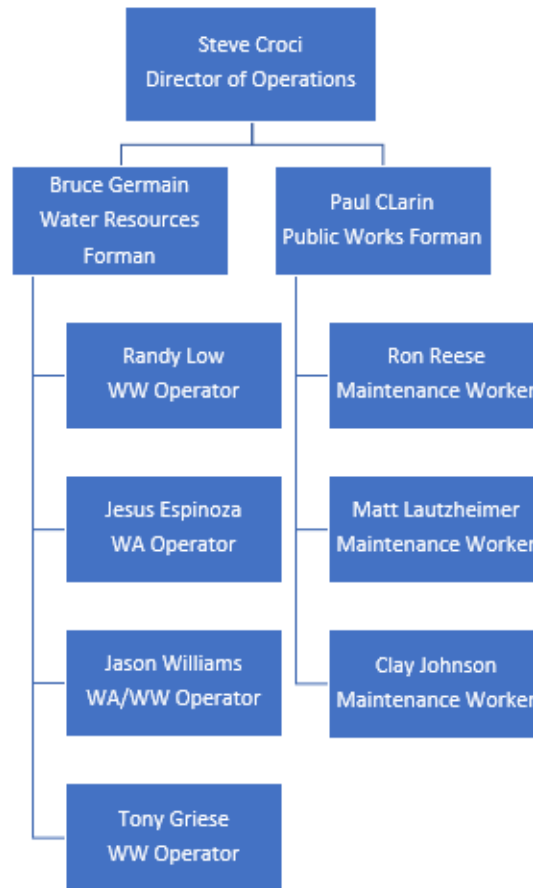The Public Works Director oversees five areas of operations and services:
- Street Department
- Parks Department
- Water Department
- Wastewater Department
- Cemetery

Cashmere Public Works will follow their own internal Standard Operating Procedures when responding to an incident. When appropriate, agencies will assign a representative to the EOC or command post, as the circumstances dictate.

City of Cashmere Public Works - Appendix

City of Cashmere
Operations Organizational Chart

Steve Croci
Director of Operations

Bruce Germain
Water Resources Forman

Paul CLarin
Public Works Forman

Randy Low
WW Operator

Ron Reese
Maintenance Worker

Jesus Espinoza
WA Operator

Matt Lautzheimer
Maintenance Worker

Jason Williams
WA/WW Operator

Clay Johnson
Maintenance Worker

Tony Griese
WW Operator

Direction, Control, & Coordination

The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this plan. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations.

The operations of the emergency management within the City of are stablished by the Inter-local Agreement between the Chelan County Sheriff's Office Emergency Management and the City of Cashmere.

All disasters and emergencies begin locally, and local jurisdictions working in collaboration with county and other local emergency management agencies provide initial response. Direction, control, and coordination of the initial emergency management response activities are provided by local jurisdictions and their emergency management agencies. The complexity of emergency management operations during a disaster or emergency requires that direction, control, and coordination channels are formalized and understood by all involved in the incident.
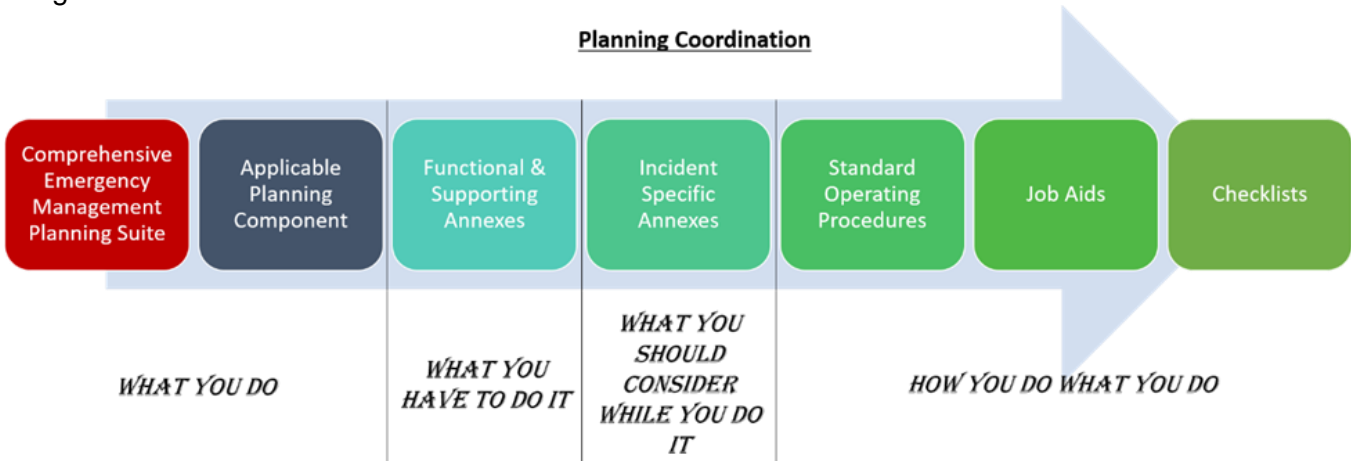
Local incident commanders lead tactical direction and control activities. Incident commanders report as specified in their chain of command and request resources through the Chelan County Emergency

Operations Center (EOC). When public, private, and mutual aid or inter-local agreement resources from adjacent political subdivisions are exhausted, the county EOC requests assistance from the State Emergency Operations Center (SEOC).

The following graph illustrates the relationship of the Comprehensive Emergency Management Plan Basic Plan with the Cashmere Public Works Appendix, and the department's operation procedures and guidelines that establish the local tactical direction and control activities.

Planning Coordination

Comprehensive Emergency Management Planning Suite | Applicable Planning Component | Functional & Supporting Annexes | Incident Specific Annexes | Standard Operating Procedures | Job Aids | Checklists

WHAT YOU DO | *WHAT YOU HAVE TO DO IT* | *WHAT YOU SHOULD CONSIDER WHILE YOU DO IT* | *HOW YOU DO WHAT YOU DO*

Information Collection, Analysis, & Dissemination

Information Collection

1. Gather information of damage assessment to critical facilities, such as government buildings and public safety facilities
2. Gather information of damage assessment to critical facilities such as hospitals, extended care facilities, and mass care shelters.
3. Gather information of damage assessment to critical utilities, such as water and waste water.
4. Gather as much information regarding road conditions
5. Identify personnel and equipment needed to maintain, repair or clear roadways

Information Analysis

Information will be analyzed to assess hazard impacts and determining priorities, objectives, and strategies.

Information Dissemination

Situation status report (Sit-Rep) – Operational information used to brief the Mayor (and Policy Group) and inform all involved City departments and agencies on the situation, initial response, and for planning purposes. (Decision Making Information).

Resource information will be used to identify, inventory, dispatch, mobilize, transport, and demobilize human and material resources to ensure sustained operations.

The PW department will coordinate, through the EOC, when established, information with law enforcement, WA State Dept. of Transportation, and others as needed regarding what roads are open and if any restrictions apply.

Coordination with other agency representatives in the EOC regarding debris removal, demolition of unstable structures, emergency stabilization of damaged structures, and other actions to assist with rescue, and protection of lives and property.

City of Cashmere Public Works - Appendix

Responsibilities

Preparedness	Activity/Action	Organization(s) Involved
Preparedness is the development of plans and preparation activities made before an emergency or disaster occurs. Public Works departments should: • Maintain current inventories of resources. • Provide ongoing training to personnel on their roles and responsibilities during emergency operations • Provide trained personnel and resources for assignment to the EOC, as appropriate. • Develop SOPs in accordance with state and local regulations and this plan. • Participate in emergency / disaster exercises and drills to test and update, as needed, written SOPs.		All City Departments

Mitigation	Activity/Action	Organization(s) Involved
Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters and emergencies. Mitigation involves structural and non-structural measures taken to limit the impact of disasters and emergencies. Structural mitigation actions change the characteristics of buildings or the environment; examples include flood control projects, raising building elevations, and clearing areas around structures. Non-structural mitigation most often entails adopting or changing building codes.		Consultant

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
Public Information & Warning		**Delivering Actionable Guidance**	
	2	Inform and coordinate with law enforcement and others as needed regarding what roads are open and if any restrictions apply	CCPW DOT PUD
	2	Notify Chelan County EM/EOC and fire departments if fire hydrant systems are non-functional.	Cashmere Fire Dept.
	1	All public information and news release information regarding public works will be coordinated with CCEM Public Information Officer.	CCEM
Operational Coordination		**Allocating and Mobilizing Resources**	
	1	Identify personnel and equipment needed to maintain or repair utilities, maintain, repair or clear roadways	CCPUD CCPW

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
		as needed, and dispatch resources to high priority areas.	
Operational Coordination	**Determining Priorities, Objectives, and Strategies**		
	1	Coordinate with other agency representatives in the EOC regarding debris removal, demolition of unstable structures, emergency stabilization of damaged structures, and other actions to assist with rescue, and protection of lives and property. High priority will be given to critical facilities such as hospitals, extended care facilities, and mass care shelters.	CCPW
	1	Coordinate with other agency representatives in the EOC regarding essential health and safety services such as water sewer and storm water utilities.	CDHD CCPUD
Operational Coordination	**Ensuring Information Flow**		
	2	Public Works representative contact the EOC to provide coordination and prioritization of the PW response activities.	CCEM
Operational Coordination	**Establishing Lines of Communication**		
	2	The EOC and Public Works representative will establish and maintain lines of communication for the coordination and prioritization of response activities	CCEM
Infrastructure Systems	**Water Treatment and Provision**		
	1	Conduct inspections for damage or disruption of water systems, including wells and pumps, in addition to sewer systems, and/or treatment plants as needed. Initiate backup systems and/or make emergency repairs, as needed	CDHD CCPUD
Infrastructure Systems	**Sanitation**		
	2	Obtain test water samples to see if there is a possibility of contamination. Coordinate with the health department as needed for inspection and testing of private wells and septic tanks.	CDHD
Infrastructure Systems	**Flood Control**		
	2	Conduct inspections for flooding. Initiate mitigation and emergency repairs, as needed	

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
	2	Take protective measures to protect roads, critical facilities, and other property as needed, such as sandbagging, building dikes, or digging drainage ditches.	
Infrastructure Systems		**Government Facilities**	
	2	Conduct inspections for damage to government facilities and disruption of critical systems. Assist with activation of continuity of Government and Operations plan.	Cashmere Bldg. Dept. Contract Engineering
	3	Supervise demolition of structures posing a threat to safety, and removal of debris and wreckage	Contract Engineering
	4	Initiate or coordinate for emergency contracting of private resources	
Infrastructure Systems		**Infrastructure Site Assessments**	
	2	Gather as much information regarding road conditions as possible, identify personnel and equipment needed to maintain, repair or clear roadways as needed, and dispatch resources to high priority areas	CCPW DOT
Infrastructure Systems		**Public Recreation Facilities**	
	2	Conduct inspections for damage to public recreation facilities and disruption of critical systems facilities to determine structural condition and safety factors that affect public safety.	
Infrastructure Systems		**Transportation Infrastructure**	
	2	Gather as much information regarding road conditions as possible, identify personnel and equipment needed to maintain, repair or clear roadways as needed, and dispatch resources to high priority areas	CCPW DOT
	4	Initiate or coordinate for emergency contracting of private resources.	
	2	Vital infrastructure - Roads, bridges, and transportation points, that if damaged, could affect transportation within Cashmere and the Chelan County area. Cashmere PW should be aware of these and develop procedures to keep transportation operating in the event that one or more of these are impassable.	CC PW DOT BNSF

City of Cashmere Public Works - Appendix

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
Critical Transportation	Evacuation		
	1	Evacuation cannot be realistically predetermined within the Cashmere area. Evacuation must be dealt with on a case by case basis. However, local law enforcement and public works departments should work together, prior to an incident, to deal with potential problems of traffic routing and communications during an incident that requires evacuation.	LINK School District
	1	Provide signage equipment/road blocks and other resources as needed	CCPW DOT
	1	Provide evacuation route identification/coordination support	CCPW DOT WSP
Critical Transportation	Debris Removal		
	3	To provide emergency debris clearance from roadway / right-of-ways and other infrastructure.	
		Initiate or coordinate for emergency contracting of private resources.	
Critical Transportation	Establishing Access		
	1	Determine which streets and roads within their jurisdiction are unusable and report this information to the Chelan County EOC.	Law CCPW
	1	Block off streets and roads and establish detours as appropriate.	Law CCPW
Critical Transportation	Transportation Safety and Condition Assessments		
	2	In the event of a severe disaster damaging ground transportation systems in the Cshmere area, an immediate survey of the county and state highway system will be undertaken by law enforcement agencies and highway/road maintenance supervisors. Estimates of traffic capabilities, highways available for use, and route closures will be made available to Chelan County Emergency Management for public information purposes as soon as possible.	LAW CCPW DOT WSP
Environmental Response/Health & Safety	Health and Safety Monitoring and Assessment		

City of Cashmere Public Works - Appendix

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
	1	The City will obtain emergency environmental waivers, and legal authority will be granted for emergency actions to protect life and property, and for disposal of debris and materials cleared.	Mayor CCEM
Situational Assessment	Analyzing Information		
	1	PWs, in coordination with emergency management, will determine and develop priorities, objectives, and strategies	CCEM
Situational Assessment	Assessing Hazard Impacts		
	2	All available resources of public works, local public safety and support organizations will be mobilized to assess hazard impacts on critical facilities and roadways.	CCPW

Recovery	Activity/Action	Organization(s)/ Departments Involved
	Recovery consists of those activities that continue beyond the emergency period to restore critical infrastructure and community functions and begin to manage stabilization efforts. The recovery phase begins immediately after the threat to human life has subsided. The goal of the recovery phase is to bring the affected area back to some degree of normalcy.	CCEM

Resource Requirements for EOC Operations

When appropriate, Cashmere PW will assign a representative to the EOC or command post, as the circumstances dictate.

All department and agency representatives invited to participate in EOC operations at the 206A Easy Street location, or an alternate location, should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operation.

References and Supporting Guidance

RCW 43.19.450 Supervisor of Engineering and Architecture
RCW 38.52.195 Emergency workers exemption from liability